



CHURCH OF THE ANNUNCIATION

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Parish Pastoral Council (PPC) Meeting Minutes

November 18, 2025 – 6:00 – 7:00 p.m. Parish Hall

Call to Order: Marthann Schulte

Opening Prayer

Roll Call / Attendees:

Marthann Schulte, Deb Becker, Darlene Pumper, Christina Nelsen, Father Justus, Joe Pumper, Steve Zastara, Jennifer Malecha (Office Coordinator), and additional parishioners.

Not Present: Fr. Scott Carl, Mike Wallin

Reading and Approval of Minutes

- The minutes for **September 2025** were previously approved via email and distributed to all council members. No additional changes were noted.

Special Business

- **New Council Member – Darlene Pumper**

A motion was presented to formally welcome Darlene Pumper as a new member of the parish council. The motion was seconded and brought to a vote, where it passed unanimously. The council expressed appreciation for Darlene's willingness to serve and looks forward to her insights and contributions to our parish community.

Reports

Father Justus

- **Pastor Formation Session:** Father Justus recently attended a formation session designed for new pastors. He shared that the session was highly informative and valuable, providing guidance on parish visioning, mission development, and long-term pastoral planning. Father emphasized the importance of establishing clear three- and five-year goals to support parish growth, deepen engagement, and enhance spiritual vitality across the parish.
- **Lord, Renew Your Church Campaign:** A planning committee meeting is scheduled for Thursday, November 20, to begin preparations. This five-year initiative aims to strengthen and sustain parishes while supporting the wider Church. It provides direct benefits to our own parish community by helping ensure that parish buildings remain welcoming, well-maintained, and ready for worship, fellowship, and ministry. More details will be shared as plans develop, with the initiative formally beginning in January.

- **Thursday Mass Enhancements:** Father invited parishioners to a special evening of prayer and reflection. Adoration begins at 5:00 PM, offering quiet personal devotion and the opportunity for confession. This will be followed by Benediction, allowing the faithful to receive the blessing of the Blessed Sacrament. Mass will begin at 6:00 PM, concluding the evening with a full celebration of the Eucharist. Father emphasized that this is an opportunity to deepen spiritual life through prayer, confession, and participation in Mass.
- **Liturgical Commission:** The commission has begun its work and held its first meeting, which was positively received and beneficial for parish liturgical planning.
- **Half-Time Priest Confirmation:** The committee discussed the importance of confirming with the Archbishop that all requirements for maintaining a half-time priest have been met. Steve Zastara will lead the follow-up process to ensure all necessary confirmations and documentation are completed and submitted appropriately.

Parish Office Coordinator

- **New Parish Email Addresses:** Several dedicated email accounts have been created to improve communication and streamline parish operations:
 - **fr.justus@annunciationchurch-hazelwood.org** – for direct correspondence with Father Justus
 - **secretary@annunciationchurch-hazelwood.org** – for general parish office inquiries
 - **faithformation@annunciationchurch-hazelwood.org** – for all questions related to religious education and sacramental preparation

These new accounts are intended to ensure that messages reach the appropriate ministry areas more efficiently.

- **Upcoming AUP Audit (2026):** The parish will undergo an Agreed Upon Procedure (AUP) audit in 2026. Preparations are underway, including identifying areas that require updates or development, such as comprehensive operational manuals, documented procedures, and standardized processes. This will be a multi-year effort aimed at ensuring full compliance with Archdiocesan expectations.
- **Festival Permit Paperwork:** Work is ongoing to complete and submit the necessary paperwork to Webster Township for permits related to the upcoming parish festival. Ensuring all compliance requirements are met will help the event proceed smoothly and safely.
- **Discussion of Parish “Garage/Yard” Sale Fundraiser:** The committee discussed the possibility of hosting a parish-wide garage or yard sale as a fundraising opportunity. This event could serve both as a community-building activity and as a way to generate additional support for parish needs. Further planning and a feasibility review will be conducted before finalizing the event.
- **Bulletin Production Transition:** The parish bulletin is currently produced **using Microsoft Publisher**. Since Publisher will no longer meet future needs, alternative software options are being explored to ensure continued high-quality, efficient production of the weekly bulletin.

Trustees: No report

Other Committees / Ministries

- **Faith Formation Update:** Currently, 34 students are enrolled in Faith Formation. This year, two students will receive First Communion, and three students will receive Confirmation. The council looks forward to supporting these students throughout their sacramental preparation.
- **Young Adult Fellowship & Worship Night:** Plans are underway for a special evening dedicated to young adults on Friday, November 29, from 5:00 to 7:00 PM. The evening will begin with faith-sharing and youth-led worship, providing space for reflection, prayer, and community. At

6:00 PM, attendees will gather for a shared meal, offering opportunities to build friendships and strengthen young adult fellowship within the parish.

Unfinished Business

- **Membership Policy and Procedures Update:** The committee reviewed revised Membership Policy and Procedures. A motion was made to approve the updates. Once finalized, the full policy, detailed procedures, and instructions for becoming a registered parish member will be posted on the parish website.
- **Parish Directory:** Heather Malecha and Darlene Pumper have volunteered to coordinate this effort. The directory event will be organized over two days, each running from 2:00–8:00 PM. Dates are currently being finalized, and parishioners should watch for upcoming announcements.

New Business

- **Sunday Social – December 7 & Monthly Gathering:** The parish will celebrate Father’s Birthday on December 6 with a Sunday Social following Mass on December 7. Attendees are invited for coffee, treats, and fellowship to honor Father and enjoy community time together. The Sunday Social will now be held on the first Sunday of every month, providing a regular opportunity for parishioners to connect, share, and celebrate together.
- **Plans for Advent and Christmas:**
 - **Holiday Mass Schedule:**
 - Thanksgiving Day – Thursday, November 27, 9:00 AM
 - Solemnity of the Blessed Virgin Mary – Monday, December 8, 6:00 PM
 - Christmas Eve – Wednesday, December 24, 3:00 PM
 - Christmas Day – Thursday, December 25, 10:00 AM
 - **Faith Formation Christmas Program:** Sunday, December 14. Following the program, all parishioners are invited to a potluck, celebrating the season together with food, fellowship, and holiday cheer.
 - **Angel Tree Program:** The Angel Tree will provide Christmas gifts to families in need. Families should contact the parish secretary with requested items, sizes, and ages by Tuesday, November 23. All participation is completely anonymous, and responses are being collected to determine program launch.

Announcements

- **Next Meeting:** January 6, 6:30 PM

Closing Prayer

Adjournment: Motion made and seconded.

Respectfully submitted by: Christina Nelsen, PPC Secretary, 11/18/2025