

STEWARDSHIP COMMISSION (SC) MINUTES

4February and 20February, 2016

Attendance: Laura Corrion, Ken Corrion, Richard Danforth, Carol Gunther, George Phillips, Susie Phillips

Guest: Jennifer Stembridge

1. **On 4Feb**, Ken shared Census DRAFT with Stewardship Commission. The four sections include: 1.) **Household Information** to be completed by all adults +18 years of age, 2.) **Our Gifts are...** (Skills Inventory – check box), 3.) **Our Interests are...** (Ministerial connection – also, check box), and 4.) **Other Needs, Suggestions...** (Free-format for comments).
2. George and Susie will put together the Introduction to the Census.
3. Laura invited Jennifer Stembridge, SMOTH staff to discuss our Parish Soft database software and how to coordinate with the parish wide Census activity. SC had specific questions about capabilities to sort all the information, and formatting for the Census. Jennifer was very helpful.
 - Parish Soft data is organized by “family” and not by individual parishioner: uses one default email and phone # per family with some secure inputs.
 - After cross-checking and inputting new email addresses from the cards in the pews we have about 1200 email addresses for 1600 parish households.
 - Jennifer could populate Census form using Parish Soft data so head of each household (default email) could easily update Personal Data section for all family members and make changes without having to fill in all fields. Should help streamline the Household information section and make more user-friendly.
 - Jennifer to look at full range of capabilities for sorting data with People Soft. We may have to construct separate database with Access or Excel to manage the sorting of talents and interests for our purpose, which is to match parish needs with parishioners and personally invite them for specific volunteer opportunities.
4. **On 20Feb**, Laura provided feedback from SMOTH staff regarding the DRAFT Census:
 - “Too long and too complicated”
 - Everyone wants the Household information collected, but it was suggested that the rest of the Census be executed with a separate ‘click on’ Link.
5. SC appreciates the feedback and recognizes much truth with the lengthiness comment. We discussed the separate Link proposal and our purpose for the Census. Will the household head forward the Link to other adult family members? Will they click on the Link or just complete the Personal Information update? Will the separate Link diminish our purpose for the Census which is to build a skills and talents database and invite volunteers?
6. Ken agreed to re-work the Census format and group under headings to condense.
7. George and Susie provided Introductory paragraph which after review and the Link discussion will have to be re-worked to meet our purpose.
8. Lenten timeframe for execution of the 2016 parish-wide Census is not attainable with revised scope:
 - a. Need to re-work format of the Census and or separate the sections with a Link.
 - b. Mechanics of inputting the collected information into a database is still an open issue. This may affect how we collect the information and the formatting of the Census.
9. Pulpit direction, video instruction, Mass speakers, bulletin and website articles are all required to explain purpose of the Census and need for each adult individual to complete. Need to emphasize Census is not a survey and is critical for parish planning as well as provide an opportunity for Stewardship and sharing one’s gifts from God with our parish.
10. **Next SC meeting is Saturday, 19March at SMOTH prior to Parish Council meeting. We start at 8:00AM in the Chapel with prayer.**