

St. Andrew Schools of Evangelization

Minutes of the Leadership Team Meeting for Monday, December 16th, 2013

The meeting was called to order at 7:00 pm at the Parish Centre of St. Michael the Archangel Parish Belleville, ON.

Present: Vince Brintnell, Silvana Loughheed, Pat Duff, Silvana Loughheed, Shelley MacIntyre, Brenda Fisher

Regrets: Father Richard Whalen, Steve Dolan

Chair: Vince Brintnell

Prayer: Silvana Loughheed

Minutes: Shelley MacIntyre

Opening Business:

- 1) Opening prayer was led by Silvana and shared by all present.
- 2) Review of agenda – additions/changes.
- 3) The minutes of the November meeting were read and approved.

Brought forward items:

- 1) Database update –
 - a) Compass Appendix – Vince will work on this. - **Carried**
 - b) Registration lists and team members from previous courses to be added to database – Vince has received some and is continuing to work on updating the database. **Action** - Any previous directors/coordinators who have lists, please forward to Vince to continue the task of keeping the database up to date.
- 2) Creation of consent form for SASE courses – Silvana put together a draft letter which we went over. **Action** – **1.** Silvana will implement changes/additions and resend to leadership team for approval. **2.** Shelley will arrange to have a binder to store consent forms. This binder will be kept in the SASE room for use by directors/coordinators of future courses. As well, it will be the responsibility of the future coordinator to forward a copy of these lists to Vince so he can update the database.
- 3) Compass update for director/coordinator role – Steve not present to give update. - **Carried**
- 4) Director apprentice – some discussion arose on the matter but Father Whalen not in attendance to provide update. **Carried**

- 5) Leadership team secretary position – not all leadership team members forwarded their thoughts/names to Father Whalen for consideration. Action – Leadership team members will forward names before next meeting. **Carried**
- 6) Timothy course update – Father Whalen not present to comment on who he chose for director – **Carried**
- 7) Compass training session – looking at late April to hold session. Steve not present to provide update. – **Action** – Vince will email Steve regarding this. **Carried**
- 8) January potluck – Father Whalen not available for the original date chosen and not present at meeting to choose new date. **Action** – Pat will email Father with suggested new date. **Carried**
- 9) Minutes distribution – it was agreed the minutes need to be sent out to the greater SASE community. **Action** – Vince will post on the SASE website and Silvana will post on Facebook.

New Business:

- 1) Schedule for whom will do agenda and secretary for upcoming leadership team meetings. Shelley agreed to continue making up the agendas and position of secretary will rotate.
- 2) Timothy course July 2014 - ? Translation needed – Father Whalen not present to update on director chosen, so not sure if translation required or not. **Carried**
- 3) New Life for Teens – update by Silvana Loughheed
 - a) Videos of the last New Life for Teens course were sent to Fr. Derek in Halifax. They have the NLFT course binder and have been sent all that we have developed to run it. They have decided to give the New Life for Teens course in April.
 - b) Liz Rybka, who works for Lighthouse Media and lives in Brampton is attending the New Life course in January with the hope of reproducing the New Life for Teens course in her parish.
 - c) Anne Hanley from the London Diocese has given our contact information to Peter Herbeck's wife Debbie, who works with Youth and has been delivering an Intentional Discipleship formation program for Teens. She and her husband work for Renewal Ministries and are interested in the New Life for Teens course.
 - d) Please pray for our Youth and the people being called to evangelize them and form them into evangelizers. Pray especially for Fr. Derek and his team.
 - e) We have booked Wesley Acres for our high school New Life for Teens from May 22th to 24th, 2014.
- 4) Printer for SASE – discussed if it is feasible to purchase or lease a printer for SASE. **Action** – We will need to do a cost analysis based on current costs of printing (Black and white only) versus cost of a laser printer, toner, paper, etc (Note – if purchase a printer it would only be black and white so will not assist with didactic if color printing needed). Future team

director/coordinators will be asked to track the costs and submit to their parish rep to bring to leadership team meetings.

- 5) Mobile SASE website – **Carried**
- 6) New Life January 2014 – Steve Dolan directing and Ed MacIntyre coordinating – planning is underway and registration emails have been sent out to parishes by Vince Brintnell as well as printed brochures and posters delivered by parish reps.
- 7) Effective communication within Leadership team – **Carried**

Next Meeting:

Date - Monday January 20, 2014

Chair – Shelley MacIntyre

Prayer – Vince Brintnell

Minutes – Silvana Loughheed

Closing Prayer