

Sodality Executive Board Meeting Minutes
September 20, 2017

I. Opening

A. Prefect Karen S. led the board in praying the Rosary.

B. No additions or corrections were offered to the minutes of the May board meeting. Ellen L. moved that they be approved. Tracy M. seconded the motion, and the minutes were approved without objection.

II. Old Business

A. Update on Sodality membership directory – Patty B. reported on the status of the Sodality Membership Directory and plans for electronic distribution of the *Chantacleer*. The spreadsheet for the directory is nearing completion after having been reviewed closely and edited over the summer by Liz S. and Patty. Patty will send the current version of the directory to the unit chairs with a deadline for final review of their unit members' information. Several questions regarding distribution of the *Chantacleer* and the directory were discussed and decided by the board. First, the board agreed it would be preferable to produce two than three editions of the *Chantacleer* during the Sodality year. Patty will discuss this change with Julie M. and work with her on distribution issues. Second, the board agreed that primary distribution of the *Chantacleer* would be by electronic means utilizing the spreadsheet, but that we will print some newsletters in hard copy and make arrangements to send them by postal mail to women who cannot or do not wish to receive them electronically. To facilitate this process, unit chairs will report at the October board meeting who in their respective units should receive hard copies and how many hard copy versions of the newsletter are needed for each unit. Finally, the board will make decisions regarding a cover for the directory at the October board meeting.

B. Alcohol Awareness Training certificates – Sodalists who took the Alcohol Awareness training in May 2017 need to provide copies of their certificates of completion to Helen B. so that they can be maintained on file for reference in connection with planning for Sodality social events.

C. Review and distribution of Sodality planning documents for 2017-18 year

1. Unit Responsibility List – The list that was created at the May executive board meeting was reviewed and confirmed without any changes.

2. Comprehensive and Marketing Calendars – Open dates on the Sodality calendars were discussed. The parish blood drive has been confirmed for April 29, 2018. The date for the Anniversary Brunch is still unresolved. Co-president Emma K-T will check with Father Giese concerning the date for the February 2018 doughnut social at which Sodality will be the featured ministry.

3. The executive board contact information list was circulated and board members updated their information. The updated listing will be emailed to the board members after the meeting.

III. New Business

A. Sodality recruiting – Because there is no chair for the event, the parish Time, Talent, and Treasure Fair will not be held this year. The board discussed the impact of this omission on Sodality’s recruiting opportunities. Emma reported that the parish priests, particularly Father Burney, have referred several interested women to Sodality. While noting that she has attended the “Meet and Greet” events the parish holds twice a year for new parishioners, she suggested that these would be more productive if we made our informational materials available at these events and if additional Sodalists attended with her to broaden our opportunities to reach more of the women present.

Gail Q. suggested that we make more information available to prospective new members about the spiritual commitments Sodalists make, and noted that the Sodality Union’s instructional booklet on these matters would make a good addition to our recruitment materials. Mary B. indicated that she would add the Sodality Union booklet to our website; Gail will provide that to her for this purpose. The question was raised as to whether a woman must be a registered member of St. Jane’s parish in order to join Sodality. Our current informational materials do not address this issue. Patty B. noted that the question was considered several years ago when the Sodality by-laws were being updated and promised to send Emma a copy of the current by-laws.

Since our first General Meeting and annual lasagna dinner are coming up on October 4, Gina C. suggested that we obtain permission for Sodality members to speak at the Masses on the weekend of October 1 (our Sodality Sunday) to encourage interested women to attend the meeting and dinner to learn more about Sodality. Patty B., as Membership Chair, volunteered to make the presentations, and it was decided that we would also make our brochures and informational packets available in the narthex after Mass. Emma indicated that she would discuss our request with Father Giese to obtain his permission.

B. Legion of Mary – Emily C., the Montgomery County lead for the Legion of Mary, made a presentation to a meeting of parish ministry leaders - including Emma K-T and other Sodality members - on August 13, 2017, concerning the possibility of establishing a unit of the Legion of Mary in St. Jane’s parish. She had approached Father Giese about this prospect, and he asked her to meet with the leaders of Sodality. Ms. C. related that the Legion is a lay group composed of both men and women that is devoted to Mary and focuses on evangelization and the Spiritual Works of Mercy. Emma opined that given their purpose, it does not appear that the Legion’s activities would conflict with those of Sodality, and she further noted that Sodality wishes to be supportive of other parish groups. However, although Champa C., the St. Jane’s contact for the Legion of Mary organizational effort, is a member of Sodality, our organization will play no role in that process, and we will continue to undertake all of the activities and functions we have traditionally fulfilled. Emma further noted that in the event a further meeting is held with Father Giese concerning the establishment of a parish Legion of Mary unit, Sodality should be represented at the meeting to ensure that its position on this issue is understood.

C. Overview of Sodality Projects for 2017-18

1. Communion Breakfast – We have secured a speaker for the November 5 Communion Breakfast. Author George Weigel will speak concerning his new book, *Lessons in Hope*, and has offered to conduct a book signing after the breakfast.

2. Fashion Show – We are still in need of a co-chair to assist Cathy J. with this project. Cathy asked for recommendations from the executive board, but none were forthcoming. Emma requested that we pray that someone will come forward. Columbia Country Club has been reserved for the event, but our fashion partner has not yet been secured. Last year's featured store, *Irresistibles*, has expressed interest in participating again, however, and Cathy is following up with the store representatives. The first meeting of the Fashion Show committee will take place on October 25 at 7:00 p.m. in the Seton Center. Unit chairs are asked to notify their units and ask women to participate in the planning effort.

3. Giving Tree – Colleen H., who chaired the plant sale for the last several years, has agreed to chair the Giving Tree and will receive guidance from the women of the Regina Coeli Unit who previously ran this effort.

4. Plant Sale – We have yet to identify a chair for this event but are working to recruit one. Colleen H. has offered to walk the new chair through the process and provide advice.

D. General Meeting and Mass on October 4 – The executive board is in charge of the Mass and General Meeting. Since parish director of music and liturgy Russell W. is currently without an assistant, we have obtained the services of a substitute organist for the Mass. Treasurer Lee M. will prepare a check to pay her for her services. We have contacted Sodalist Mary Margaret M. to ask if she will once again serve as our cantor for the Mass. Unit chair Tracy M. indicated that her daughter is available to be an altar server and she will contact her friends who are altar servers to find a second server. Lee M. will provide their stipends to Karen S. The following board members will handle the indicated responsibilities for the Mass: medals and prayer cards, Karen S. and Ellen L.; lector, Gail Q.; gift bearers, Patty B. and Judith S.; Eucharistic Ministers, Emma K-T and Helen B. Emma indicated that she will order food for the dinner from Mama Lucia and obtain our traditional meat and vegetable lasagnas, salads, and garlic bread. She will contact Lee about obtaining a check for the caterer. Karen S. and Anne F. will meet the caterer for the food delivery. Karen also offered to obtain water and ice, and various board members offered to provide wine. Emma noted that we need to provide the parish office with a bulletin announcement about the Mass and dinner as soon as possible and also provide it to Mary B. so that she can include it on our website. We also need to prepare sign-up sheets for upcoming Sodality activities (Communion Breakfast, Giving Tree, Fashion Show, and Plant Sale) to recruit volunteers at the dinner to assist.

E. Miscellaneous

1. Use of Announcement Board in the church gathering space – We need to contact the parish office to make sure our announcements of upcoming events are included in the displays on the electronic announcement boards in the narthex.

2. Sodality Union updates – Emma noted that the time of the October 7 Sodality Union Mass at the National Shrine has been changed to 11:00 a.m. Lee M. will send our \$60 Sodality Union dues for this year to the organization. Lee also noted that the board needs to decide the amount of our annual donation to the Union for the tapings of the Mass for Shut-Ins. She reminded the board that our donation last year was \$150. The board decided to maintain the donation at \$150 for this year.

3. Request of John Neumann Unit member regarding Consecration to Our Lady of Fatima – Helen B. reported that Willie C., a member of the John Neumann Unit, has asked whether the board would support adding an opportunity for Sodalists to make an act of consecration to Our Lady of Fatima after the Mass at the October General Meeting. After discussion, it was decided that Helen will send an email to the unit chairs for distribution to their members describing the consecration process and including the consecration prayer, and any Sodalists wishing to do so will be able to meet with Willie C. in church after the Mass to make the act of consecration.

4. Website updates – Mary B. is working on updating the Sodality's website. She requested that copies of all announcements about upcoming events be emailed to her so that they may be added to the site.

IV. Reports

A. Prefect – Karen S. urged all Sodalists to attend the October 1 Sodality Sunday Mass at 10:00 a.m. That Mass is being staffed by the Regina Coeli Unit. As noted earlier (see p. 3), we have a speaker for the November 5 Communion Breakfast. Karen will need volunteers to help with the breakfast logistics, including reservations, set-up, clean-up, and table flowers. The caterer has tentatively been identified as Relish, which catered the breakfast last year. Unit chairs need to inform Karen as soon as possible about new members in their units who wish to be invested in Sodality at the Mass on November 5. Karen also noted that she needs to be informed of the names of any deceased Sodalists so that she may obtain Mass cards for their intentions.

B. Treasurer – In addition to treasury matters previously discussed (see pp. 3-4), Lee M. reminded board members that they should let her know if anyone needs reimbursement for payments made for the benefit of Sodality. The Sodality treasury is in good shape. Our net income for the fiscal year that ended in June 2017 was \$7,643.98. As directed by the board's prior vote, Lee prepared and sent to the parish a tithe donation of \$3,630 in July. Father Giese sent Sodality a thank you note expressing his gratitude for the donation and for all that Sodality does for the parish.

C. Units

1. Christ Child – The unit will hold its first meeting of the new Sodality year tomorrow. Three prospective new members will attend. The unit's project this year will focus on prayer for the parish and its needs.

2. John Neumann – The unit met last week. The newest member, Jane M., was formally introduced to the group. As its charitable project for the meeting, the

members donated supplies of household goods for the Fisher Houses of the Walter Reed National Military Medical Center. Unit member Marsha D. volunteered to deliver the supplies to the Fisher Houses. The John Neumann Unit treasurer collected dues for the 2017-18 year. The unit reviewed its General Sodality responsibilities for the year and ensured that all were assigned. Unit member Willie C. volunteered to attend the October Sodality Union Mass at the National Shrine on October 7.

3. Regina Coeli – The unit ended the last Sodality year with a potluck dinner at the home of Anne Y. It began the new Sodality year with a meeting on September 16 at the home of Maureen W. that was attended by at least a dozen members. They have one new member who plans to be invested into Sodality in November. The group reviewed its responsibilities to the General Sodality and assigned them all. They plan to undertake the following projects this year: helping with a dinner at the Catholic Student Center at the University of Maryland, hosting a holiday tea at Maplewood Park Place for women of the parish residing at that facility, hosting the parish Anniversary Brunch, helping with the Giving Tree, and leading the monthly parish recitation of the Rosary in the evening of the second Wednesday of the month. One of their members, Kathy P., continues to serve, with the assistance of other unit members, as the parish contact who delivers food donated by St. Jane's parishioners to the Shrine of the Sacred Heart. As an ongoing project, the unit is collecting bras and feminine hygiene products for female victims of natural disasters and homeless women. They also plan to work closely with the St. Martin's Cloak Guild during the holidays. In addition, they are planning a Christmas party and a home Mass for unit members this year.

4. St. Monica – The members are in the process of planning a date for their first meeting. They expect a good turnout for the October General Meeting and lasagna dinner. At their last meeting of last year, they collected feminine hygiene products for the D.C. Diaper Bank and may do so again at meetings this year. The unit is geared up to facilitate the parish blood drive on April 29, 2018.

5. St. Gianna – The unit welcomes Susan S. as its new co-chair. The group is planning its first unit meeting to be held in the next couple of weeks.

6. St. Elizabeth Ann Seton – The group will hold its first meeting on October 15. The members will pick the book for their book club discussion at the meeting.

7. Associates – The group is waiting to hear from Father Giese regarding his preference for this year's Associates' gift to the parish. Once that has been determined, Ellen L. will begin sending out letters to the group soliciting their dues for the year and their donations for the Associates' gift.

8. Junior Sodality – Amy K. is still seeking a partner to co-chair the Junior Sodality group this year. They have nothing else to report at this time.

V. Closing Prayer

Karen S. led the executive board in praying the *Memorare*, and the meeting was adjourned.