

St. Maximilian Kolbe Pastoral Council Meeting Minutes

December 2, 2009

Call to Order - Meeting called to order at 7:03 p.m.

Attendance –

Dale Bottoms, Ann Brinkmann, Christy Burke (Recorder), Pat Davenport, Lori Falke, Hope Frost, Brad Johnson, Tom Kanoza, Deacon Jeff Merrell, Michelle Meyer, Jackie Pham, Scott Stauber, Tim Wieck.

Absent: Rev. Geoff Drew, Janet Hazlebeck, Rev. Tom McCarthy.

Opening Prayer, Gospel Reflection –Tim led us in an opening prayer. Brad read the Sunday Gospel and led the discussion.

Corrections to November Minutes -

Minutes were approved with no changes by a motion from Ann, seconded by Tom.

Pastor's Report –

- Both Fr.'s are attending a class and unavailable tonight. Deacon Jeff is providing staff news in their place.
- Bulletin – Jane Schnobrich approached staff to see if we want to do the bulletin in color. As a result, the deadline for submission would be Thursday at 4:30 PM. This is 4 days earlier than before and 9 days prior to Sunday Masses. The color is free of charge. Pastoral council has no objections.
- Discussed previously – fundraising request form – Finance council and staff wrote a procedure regarding use of this form and requesting a fundraiser. Requests will go to scheduler, will determine availability of facility. Then they'll go to the business manager. Then they'll go to finance council for review and approval. Finance council is the final advice. Fr. Geoff or his designee will be the final approval. The ministry will then be notified by the business manager as to approval or disapproval. Requests should be made no later than 45 days in advance of the actual event. PC comments – how much time does it take to approve it? Can we get a timeframe on the approval? Does this only apply to events held here or off-site fundraisers as well? PC strongly recommends that there are timeframes for approval.

Standing Business –

- Ministry contacts
 - o Living Waters – Kathy Hinger – Confusion regarding the ministry fair. Her new list did not have an accurate list of current members. Do you need to sign up every year? There is confusion among the parish. Deacon Jeff will bring this up with staff. The leadership of the ministry should notify the office of the current members of the ministry. Also – the signups were held differently this year. There were not sign ups at the individual tables. Stewardship is already working this. Also, should there be sign ups for events at the ministry fair? Janet will take this information to Stewardship.
 - o Has the list of ministry leaders been put online yet? The ministry leaders are already listed next to their ministries.
 - o Ladies Fellowship Network – Met and filled 182 Thanksgiving food bags at Reach Out Lakota.
- Parishioner contacts
 - o People signed up to perform a specific task at an event. When they arrived, they didn't get to participate because their spot was already full.
 - o Petitions – If a family member or a member of the parish has passed away during the week, they will be mentioned in the petitions. You can no longer request other deaths to be mentioned in the petitions.
- Stewardship
 - o No report.
- Long Range Advancement Planning
 - o No report.
- Parish Model / Structure
 - o PC sorted all the ministries into categories. In the end, there are 4 main categories into which these ministries fall. This is a work in process. It will be presented to staff.

New Business –

- Info from finance council:
 - o Graph of our debt and the impact of what one additional percent of donations would do.
 - o Want to emphasize the 1% increase in donations of time/talent.
- Finance Council Bullet points
 - o Financial Report to Parish Council: Year-to-Date comparison from prior year to current year will be changed to reflect the same months for both years for the comparison. Currently it compares the year-to-date of the current year to the full twelve months for the prior year.
 - o Seventy one (71) Kroger gift cards were distributed November 14th and 15th. (If those cards average just \$200.⁰⁰ per card per month, the return to St. Max would be \$6,816.⁰⁰ per year.) Next distribution will be the weekend of December 12th and 13th.
 - o We still need volunteers to distribute, especially at the 10:00 and noon Masses. We are especially seeking parishioners who are not currently involved in another ministry.
 - o Catholic Elementary School subsidies for the 2010 – 2011 school year were discussed.
 - o Several options for implementation of automated outbound calling services, and/or programs. and equipment were reviewed and discussed.
 - o Facilities Committee will complete and provide a comprehensive repair and replacement analysis for the roof and HVAC units.
 - o The parking lot is in need of several repair / maintenance projects. Facilities Committee will complete and provide an analysis of the entire parking lot.
 - o Facilities Committee will perform two (2) annual campus tours each year.
 - o Facilities Committee continues to work on a ten year needs assessment / projection.

Misc discussion –

Minute's discussion – how do we want to do minutes approval in the future? Let's try to get an e-mail approval prior to the next meeting. Initial reviews, corrections, approval. (Proposed timeline is 1 week to distribute for review. 1 week for review cycle. Then distribution to the remainder of PC the following week.)

Closing Prayer – Deacon Jeff led us in a closing prayer.

Adjournment – Meeting adjourned at 9:37 PM.

Next Meeting – Wed Jan. 6th, at 7:00, in the conference room.