

St. Maximilian Kolbe Pastoral Council
Meeting Minutes
October 5, 2018, 7:00 – 9:00 PM

Attendance:

- Jerry Pater - Presider
 - Brett Boutwell
 - Tom Collins
 - **Julie Duffy**
 - Rich Inman
 - **Cathy Marksteiner**
 - Chris Palac
 - Ellen Paxton
 - Betty Ann Quinn
 - Kevin Walsh
 - Tim Wurth
 - Chris Zevallos
- **Absent:** Noted above in bold

Notable Others:

- Fr. Jim Riehle – Pastor
- Larry Witsken – Parish Staff
- John Monroe – Finance Council
- Lori Walters - Parish Life & Stewardship Commission
- Kathleen Garrison – Outreach Commission
- Amy Wissel – Worship & Sacraments Commission
- Andrew Tebbe – Evangelization & Catechesis Commission

Opening Items:

- Formation: “Becoming A Parish of Intentional Disciples”.

Lightning Round:

- Praying for Worship and Sacraments Commission this month.
- **Campus Steering Committee – Together We Grow Campaign – Fr. Jim Riehle**
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 - In the short time Fr. Jim has been pastor at St. Max, he has had a number of discussions about the objectives of the Together We grow (TWG) campaign with parishioners that had various degrees of involvement in the campaign and planning.
 - One of his primary objectives was to validate the priorities of the TWG campaign.
 - By validating the priorities, Fr. Jim also wanted to develop a personal commitment to those priorities in order to re-invigorate the efforts of the original campaign.
 - Fr. Jim will announce at all Masses on 10/6 and 10/7 that there will be a Town Hall meeting held on 11/4 at 7pm in the gymnasium.
 - The purpose of the town hall meeting will be to inform the parish members of the status of pledged donations as well as discussion of revisiting the priorities of the campaign based on amount of collected pledges,
 - It was also mentioned that Sunday collections are down significantly from budget. (see attached notes from the Finance Council)
 - There will be a section in the Sunday bulletin about how our parish uses money from the Sunday collections.

- Recording Secretary
 - Seeking a Secretary for recording minutes at the Pastoral Council meetings
 - Will transition position from Lisa Kaine (has held position multiple years)
 - Plan to place a notice in the Sunday bulletin
- The November PC meeting will be a little different. PC members will attend the Holy Hour for Vocations from 7 – 8 PM. There will not be formation, snack or commission report outs. Pastoral council will have a lightning round and PC sub-committee reports.

Parish Council Committee Updates

- MAP – Ministry Annual Planning
 - Pastoral Council representatives have presented the Ministry Annual Planning (MAP) process to three of the four commissions.
 - ECC – 9/12, PLSC – 9/19, OC 9/26, WSC 10/23
 - The MAP documents were also emailed to each of the commission and council chairs
 - Included in the documents emailed to the commission and council chair was an electronic version of the primary MAP document.
- Campus Safety Subcommittee
 - Working to get meeting with two professionals to seek their advice
 - Booklets are still to be used, but plan from 2010 will be revisited
 - There was a family outside the gathering space doors with a sign asking for donations after the 8 am mass September 30th.
 - The family was given the phone number for the St. Vincent DePaul society with instructions to call them for the resources.
 - The family was politely asked to leave the premises.
 - If you encounter family outside Church asking for money
 - Refer to the St. Vincent DePaul Society
 - Let the office personnel know
 - Politely ask the family to leave
 - Last resort is to call police
- PC Listening Sessions
 - Next Sunday for PC Listening session is October 20 and 21
- Leadership Discernment
 - Betty Ann Quinn has volunteered to join the Discernment Committee as the “1st Year” Pastoral Council member

Council/ Commission Updates

• Finance Council

- **Financial Report as of August 31, 2018**
 - Total Income was \$47,638 (11.5%) under budget primarily due to Sunday Collections which were \$39,226 (11.1%) under budget.
 - Total Expenses were under budget \$3,827 (1.2%).
 - General & Administrative \$15,523 (6.5%) under budget.

- Ministry & Liturgy \$2,585 (21.0%) under budget.
- Religious Formation \$1,370 (13.4%) under budget.
- Outreach \$84 (4.4%) under budget.
- Facilities \$18,359 (33.0%) over budget.
- Fundraising \$1,877 (54.3%) under budget.
- Capital \$747 (30.5%) under budget.
- Net Income was \$43,811 (50.0%) under budget.
- **Common By-Laws**
 - Chair will be meeting with Stephany Houlding during October to finalize the review.
- **Finance Council Areas of Focus for FY 2019**
 - Monitor and report ongoing results of Together We Grow campaign.
 - In conjunction with Ruth Trentman, develop a Monthly Executive Summary of key components of financial and statistical results. Draft document was reviewed at the September Finance Council meeting and was approved with minor changes.
 - Funding of Contingency Fund (\$85,000) by June 30, 2019.
 - Funding for church roof replacement
 - Roof was recently inspected by a roofing contractor and determined to have an estimated life expectancy of approximately three years.
 - Estimated cost to replace the roof is \$815,000 using three dimensional asphalt shingles or \$915,000 using stamping seam metal.
- **Worship and Sacraments Commission**
 - MAP - Jerry Pater will attend WSC meeting on Tuesday, October 23, 2018 @ 7pm
 - PC Listen Sessions - WSC Pastoral Associate, Mary Ella, is working on our items. She would like the OK from PC to respond directly to parishioners to avoid prolonged back-and-forth. If the response is via a phone call she would provide the PC member an email summary of the conversation or, if by email, a cc of the response.
 - Currently we are reading Imbued with the Spirit of the Liturgy (Summary/overview of Vatican 2 changes)
 - January 20, 2019 1pm, we will hold a luncheon for ministry leaders
 - New Eucharistic hosts were passed around at our last meeting
 - Sub committee was formed to gather ideas for new altar cloths
 - Work order will be submitted to have the Divine Mercy imagine hung outside of the confessional
 - Archdiocese WSC training on Sept 27, 2018: 4 of our members attended
 - Major upcoming liturgical celebrations:
 - October 7, Blessing for Respect Life
 - Oct 28, Anniversary of Dedication of St. Max Church and Commissioning of Liturgical Ministers
- **Outreach Commission**
 - On September 26th the Outreach Commission had a meeting involving over 15 of the 20 ministries were represented. At this meeting each ministry gave a summary of their works and their future goals. It was also acknowledged that there were times that the ministries supported each other with financial advice from Financial Peace for the Stephen Ministry if a resource was needed, also St Vincent de Paul has used FPU as a resource for struggling clients in need. We found that Susan's Garden, Chosen, Family Promise use each other for resources. Working together in the parish helping the community is what we are all called to do.

- Jerry Pater presented the Ministry Annual Planning (MAP) process and documents. Going forward to help with the needs of the ministries, the outreach commission will be using the completed MAP documents to gather information about the ministries. The Outreach Commission feels that this will be a welcomed tool to evaluate the needs and goals of each ministry.
- We have two requests for applications to establish future ministries. Twinning, an endeavor with Father Simon Peter in Uganda and Special Religious Development (SPRED,) is a program of religious education specifically designed to meet the spiritual needs of persons with developmental disabilities of all ages.
- The Outreach Allocations Committee reported that as of May 2018, \$29,620 was given to 9 Charities after applications were reviewed and vetted. The next allocation application deadline is October 5th. The distribution of funds will be December 31, 2018
- Our annual Just Try It Fellowship Weekend, will be March 30-31, 2019

• Parish Life & Stewardship Commission

- Reminder of Steak Fry coming up on October 20. Sign up on the parish website.
- Reminder of next Fellowship weekend on Oct 27/28.
- PL&S is moving our November meeting up one day to Nov 20 to avoid immediate day before Thanksgiving
- Tri-Fold has been updated with new photos and note from Fr. Jim. A new printing run will be completed when the online registration capability is ready, so we can note that in the tri-fold.
- Feedback from members of commission who attended the Day of Reflection...we recognize there was a last minute change, just wish it was a longer day (if take away lunch/photos/mass).
- Most recent Welcome Ministry sponsored Welcome Dinner/Tour where they were welcomed to join the Oktoberfest, we started a new tradition have a Commission member join the evening as a resource to the new parishioners to hear a story of a walk of current commission members and how they are involved in the Parish Life.
- 9/19 Jerry Pater presented the Ministry Annual Planning (MAP) process and documents at the .
 - We have invited our ministry leaders to join our October meeting to get an update from them and to provide an update on the PC request of completing the MAP documentation.
- We are working on new ideas of how to add to the Parish Life calendar with new/different ideas. One specific we are hoping to schedule in January is a Trivia Night.

Evangelization & Catechesis Commission

- Mary Lou Baker was staff member in attendance as the parish is still in search of a replacement for Evangelization and Catechesis Staff member. Pam Begovich, E&CC member informed the commission that several applicants had been interviewed and she was able to sit in on a few of the interviews. She indicated that the applicants she saw all appeared to be very qualified to fill the role.
- Pam began our discussion on the book the E&CC has selected to read for the calendar year. Apostolic Exhortation of Paul VI ON EVANGELIZATION IN THE MODERN WORLD *Evangelii Nuntiandi*.
- Discussed the Ministry Leader gathering and discussed plans on refreshments, meeting agenda, time and discussing strategy in getting as many ministry leaders to come and socialize. Proposed date was September 30th from 1:45 to 3:30. Unfortunately as time

drew near, Ministry Leaders were unable to attend and Social was cancelled/postponed.

- Jerry Pater attended and discussed the MAP to the commission. MAP was going to be presented to the Ministry Leaders at the E&CC social but will be presented to leaders at a later date.
- A few Ministry updates:
 - **Adult Catechesis Ministry** – Currently in progress...3 Bible Studies, 2 Adult Catechesis programs, 3 Books studies, 2 Men's groups. October Faith Flight on 10/12 – The Power of Prayer with Fr. Simon Peter. November Faith Flight on 11/9 – Christianity in an Islamic State with Dave Brunsmann
 - Marching with the Saints will be held October 27th. Registration for on-site women's retreat Advent by Candlelight begins in October. Small Faith Groups continue with weekly email update, monthly 1on1 meetings and monthly huddle on 9/26 and 10/24, November huddle will be the parish mission dinner
 - **Holy Family Ministry** – Saint of the Month table continues. One Bread, One Body books distributed Oct/Nov. Advent books for adults and children ordered. Catholic Update available in Gathering Space for current month and current featured saint. October CHANGE– because of the canonization of Oscar Romero, the featured saint of the month will be changed
 - **Men's Spiritual Workout** – MSW is wrapping up the Formed Symbolon online series in the month of October. The membership will begin their discernment process for the next series and make an announcement to try and attract new members by end of October. Next meeting is scheduled for Sunday evening, Oct 14.

Pastor's Report

- Met with lots of ministries over the last month
- Staff handbook is finished; employees must sign
- Has held Confirmation Preparation interviews
- Discussed Andrew dinners – inviting young men to learn more about what it means to be called to the priesthood
- Fr. Jim will have pet Blessing on Saturday, October 6th
- Will be attending a New Pastors workshop on November 5-8th
- By-Laws are being finalized by Fr. Jim and Lakme Kodros
- Fr. Jim will be distributing to Commissions and Councils, the results of the surveys that were completed during the Dreaming Together - Pastoral Planning session, led by Anne Ketzner, last June (sample document attached to these minutes.) This information should be useful in completing the Ministry Annual Planning documents.
- The Parish is finally fully staffed.



Dreaming Together
- Intro and Workshe