

St. Maximilian Kolbe Pastoral Council

Meeting Minutes

Wednesday, February 6, 2019

7:00 – 9:00pm

Attendance:

Jerry Pater – Chair
Brett Boutwell
Tom Collins
Julie Duffy

Cathy Marksteiner
Chris Palac
Ellen Paxton
Betty Ann Quinn

Kevin Walsh
Tim Wurth – Vice Chair
Chris Zevallos

Absent: Rich Inman

Notable Others:

Fr. Jim Riehle – Pastor
Kathleen Garrison – Outreach Commission
Lori Walters – Parish Life and Stewardship Commission
Amy Wissel – Worship and Sacraments Commission
John Monroe – Finance Council
Glenn Gigandet – Parish Staff Representative
Dena Moulton – Recording Secretary

Absent: Gil Castillo – Evangelization and Catechesis Commission

Opening Prayer / Mission Statement (PC is praying for Outreach Commission in February)

Formation – Chapter 5 - Becoming a Parish of Intentional Disciples (Kevin Walsh)

Lightning Round

- Meeting next month is March 13 (Second Wednesday in Rooms 2&3); Ash Wednesday is March 6
- Discernment – PC Vice Chair for 2019-20
ELLEN PAXTON has discerned and accepted the position of PC Vice Chair for 2019-20
Thank you, Ellen!
- MAP Form for Pastoral Council
After discussion, Jerry has changed his previous decision; MAP does need to be filled out for PC
Jerry sent this out to PC members, and Tim will accept feedback
- PC meeting structure and timing – Ideas for next year
 - Received two responses: 1. No snack break; 2. Commission liaisons only attend ½ the meeting
 - Summary discussion from tonight's meeting:
 - Commission reports should be sent to PC members at least one week in advance of the PC meeting, so members of PC can read and formulate any questions prior to the actual meeting
 - Commissions liaisons do not need to read their Commission reports at PC meeting
 - Liaisons should discuss the highlights or simply summarize the Commission activities in the PC meeting
 - Commissions liaisons would like to be present for the entire meeting to answer questions for PC members. The liaisons value bringing items of interest from the PC meeting back to their Commissions
 - Formation considered a valuable and important aspect of the meeting
 - All ideas will be turned over to Tim for next year; Additional ideas should be forwarded to Tim

Committee Updates

- **Ministry Annual Planning (MAP)** – (Tom Collins/Jerry Pater)
 - As of February 6: We have 111 Ministries and 55 ministries have returned their MAP documents
 - The governance model was used to create a spreadsheet and detailed information has been shared with each Commission Chair
 - Do all ministries need to fill out MAP: YES, except for those situations where ministries appear to be duplicative. i.e. – The Hand bell choir and Cherub Choir can be combined under the music ministry as listed on the governance model

This is phase one of MAP process:

This is a checkpoint; the goal is to help ministries

Ministry strengths and weaknesses are identified

Are the ministries accomplishing their goals and intentions of the ministry?

Do our ministry volunteers need anything, are things going well, should this ministry continue?

This is an opportunity to look at what the ministry has done in the past and what they would like to accomplish

This information will be helpful to the long-range planning process

Goals: Jerry and Tom to accumulate all documents and present to the Ministry Annual Planning subcommittee

Fr. Jim asked that he be included in the presentation to the sub-committee so we can evaluate this process in comparison to other long-range planning processes previously initiated.

- **Campus Safety Subcommittee** – (Cathy Marksteiner)
 - The Safety Subcommittee did not have a meeting in January. Next meeting will be later in February.
 - Previous suggestions that have been implemented:
 - Ash can in place with sand for used incense and charcoal
Sacristans and altar attendants have been briefed on this change
 - Motion activated light installed by maintenance office; this illuminates the previously dark stairwell between the maintenance office and the large conference room near the Church
 - The Chair attended 2 locally based trainings over the past month.
 - The first training “Stop the Bleed”, was offered by University Hospital at West Chester Hospital. This training addressed critical first aid response, specifically bleeding and hemorrhagic shock.
 - The second training was oriented to “Active Shooter in the Workplace”. This training, though focused on Manufacturing facilities, provided contacts with the Ohio Crime Prevention Association for training specifically oriented to House of Worship.
- **PC Listening Sessions** – (Julie Duffy, Rich Inman)

Listening comments from January 26/27 need to be given out to proper people

 - Trivia night was fun! Parishioners would like to have it again
 - Facilities – why is it cold in gathering space and hot in women’s restroom?
 - During a funeral, front left side of Church there was a problem hearing
 - Gregorian chant desired during Lent
 - Suggestion that a statement of faith be signed by ministry and commission members

General advice, eliminate old and untimely comments and only pass along current comments

Keep spreadsheet up to date

Upload spreadsheet to Parish Website

- **Leadership Discernment** – (Brett Boutwell, Chris Zevallos)
 - Finance and all Commissions except for Outreach have supplied a representative to participate on the discernment team
 - Timeline for this process starts at end of month; first, pamphlets are mailed to parishioners (March 9/10 weekend); then discernment process

TO DO: Chris will contact Sarah about deadline for content in pamphlet

 - This year, each council and commission will be represented in the gym in a 'fair' type setup; this will provide casual and free flowing event
 - This discernment fair will be held two times, May 6 and 13

- **Twining Ministry** – (Chris Palac)

At the Twining meeting, Fr. Simon Peter gave background on Uganda and what the twining process will entail

What twining is and isn't – Sharing, not charity

All are encouraged to visit the St. Max website for an excellent summary of Twining and St. Patrick Madera

<http://saint-max.org/Twining>

- **Old Business**

PC Common By-laws (status update from last August)

History: Three years ago, all commissions compared and streamlined their by-laws

Goal was to have a common by-law with an appendix for differences

 - Fr. Jim asked what is the point of a common by-law?
 - Answer: streamline redundancy of work and language
 - All commissions currently have their own independent by-laws
 - Fr. Jim does not find this a necessary task
 - He asks, what is the level of work necessary to complete a task compared to the fruit to be born from it?

Common By-law status: tabled and on hold

Council/Commission Updates

PLEASE NOTE: A copy of the full minutes for the following council/commissions can be found on the St. Max website: <http://www.saint-max.org/>

Under the parish tab, click on the individual links to the specific councils and commissions

At the bottom of each council or commission page will be the minutes for that particular council or commission

- **Finance Council** – (John Monroe)
 - **Financial Report Fiscal Year-To-Date as of December 30, 2018**
 - **Total Income** was **\$105,688 (8.5%) under** budget primarily due to Sunday Collections which were **\$88,857 (8.4%) under** budget.
 - **Total Expenses** were under budget \$134,150 (11.6%).
 - General & Administrative \$88,618 (11.7%) under budget.
 - Ministry & Liturgy \$16,075 (30.2%) under budget.
 - Religious Formation \$7,082 (14.6%) under budget.
 - Outreach \$2,297 (22.4%) under budget.
 - Facilities \$2,912 (1.2%) under budget.
 - Fundraising **\$3,765 (36.3%) over budget.**
 - Capital \$20,931 (51.7%) under budget.
 - **Net Income** was **\$28,462 (29.2%) over budget.**

- **Finance Council Areas of Focus for FY 2019**
 - Monitor and report ongoing results of Together We Grow campaign.
\$397,044 was collected during July, August, September, October, November and December of 2018. This money will be kept in a restricted account for the building project
We received a waiver for these 6 months from the Archdiocese and will defer the payment of \$286,00 to the Archdiocese
Design phase of building project can now begin; 1.3 million will be available for new construction if there are no bad debts
 - A Monthly Executive Summary of key components of financial and statistical results was implemented at the October meeting.
 - Funding of Contingency Fund (\$85,000) by June 30, 2019.
No funding has occurred as of 12-31-18.
 - Funding for church roof replacement.
 - Roof was inspected in September 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.
 - As of 12-31-18 \$25,589 has been collected for the roof replacement.
To negotiate a better deal, goal is to replace roof at the same time we build new addition

- **Worship & Sacraments Commission – (Amy Wissel)**

- Deacon Mike Hinger, Minister of the New Evangelization, gave a presentation on his new role
- Mary Ella Wielgos: Pastoral Associate Report to WSC
 - Discussed recent Liturgical Celebrations
 - Discussed upcoming Liturgical Celebrations
 - Liturgical Ministry
 - Sacristan coordinator continues to communicate changes and updates to our volunteers
 - A&E - Thankful for Julie and Chuck Springmeyer who provided leadership and time in creating beautiful Advent and Christmas environment
 - Change in placement of announcements to before Mass has been met with little to no resistance.
 - Linens: new ordinary time altar cloth purchased and is currently being used
 - Christian Initiation - Spring Sacramental Prep sessions have begun for First Reconciliation, First Communion and Confirmation
 - Music Ministry Update
 - Kindergarten choir had 12 participants sing for 4:30 Mass with Cherub Choir on Jan. 26. 2nd year for program - well received.
 - Added another communion processional, presentation of gifts song and Marian song to repertoire.
 - Other: New monstrance and candelabras have been acquired. (This was paid for by private donations, not from budgeted funds). The monstrance is 3 feet tall and stunning and worthy of the reverence due our Lord. It is not a processional monstrance as it is very heavy. Whenever Eucharistic Adoration is in the Church it will be used.

Amy Wissel: PC to do list

- Asked 1st year members to prayerfully consider serving on Discernment team. Email being sent since 2 members were absent.
- MAP - almost all ministry leaders have returned completed forms. This was a great way for leaders to prepare for recent Ministry Luncheon discussions.

- PC Listening session responses-There is a feeling that items have been responded to but they are still showing as open. Mary Ella will look at open items with Father Jim [Update: Confirmed with Julie Duffy - only 3 open items]
 - Discussed meeting minutes being uploaded to Saint-Max.org: October was missed, will be added asap. No meeting in November. December minutes approved at tonight's meeting and will be uploaded asap, as is our usual process.
- **Outreach Commission** – (Kathleen Garrison)
 - **Voted on 2 New Ministries**

Discussion was taken on the Application for New Ministry for St. Max Mastermind. After reviewing the goals of this ministry, it seemed more appropriate that it be considered under Parish Life and Stewardship. There was an application for Hearts for Uganda Ministry. It was discussed and since a great number of people were driven to act in a global way and we celebrate that, the consensus was that we will support both Ugandan ministries, Twinning and Hearts for Uganda, Many Gifts One Heart 10 years in action.
 - **Just Try It, Outreach Ministries Fair**

We are gearing up for Outreach Ministry Fair (formerly Just Try It), so there were discussions for preparations to maximize participation from the parishioners and reaching out for donations from businesses for 500 toiletry bags. Donut holes/ refreshments will be at each table for incentive for visitors.
 - **Lenten Almsgiving**

There was a consensus for donations:

 - Internationally - Hearts for Uganda, monetary collection for mosquito nets, shoes, water containment systems, and solar panels/batteries
 - Regionally- to food drive
 - Locally –toiletry bags
 - **Ministry Leaders Meeting**

We will have an Outreach Ministry Leaders Meeting on February 27th. We will separate the ministries into groups by similarities, and see how they can help each other find ways to meet the goals that were set. Greg Ehlert is compiling a report of the Ministries “by numbers” accomplishments for publication.
 - **Outreach Allocation Commission**

Anna Frantz volunteered to observe position next meeting for 3/15/2019 to possibly service as vice-chair.
- **Parish Life & Stewardship Commission** – (Lori Walters)
 - Trivia Night was a HUGE success. Many thanks to Fr. Jim in running the trivia portion of the night. We had an estimated 80+ people attend. We heard comments and feedback about being skeptical on what this was going to look like coming in but they were very pleasantly surprised at how fun and entertaining the evening was. They look forward to the next night. We have heard a range of requests from weekly, monthly or quarterly. Fr. Jim and I (Michael - chair) have already spoken and are at a place where it is no more than twice a year. More feedback and ideas to come after our February meeting.
 - We are starting our internal commission process of discerning roles for next year.
 - We have 1-2 potential new ministries we will need to review in the Feb meeting. We will come back to PC with the next steps if it progresses to that point.

- **Evangelization & Catechesis Commission – (Gil Castillo)**

This is a unique commission, as all but two ministries are staff run

The staff carries out the goals of the ministry

What should commission look like? A vision is being formulated

This Commission will look different than the other commissions; it is not being disbanded

The point of this commission is to evangelize

A hard look is being taken at how this commission operates; need to find the most effective way this commission should operate

This commission will include both staff and volunteers

Pastor's Report – (Fr. Jim)

- **Together We Grow**

Goals - Gathering space and a larger meeting room

Keep within budget – accomplish goals with flexibility

If necessary, a structure first and finish details later

- A new Plow truck is needed; this will require substantial money

- Budget season – need to take a hard look at what it means to be total stewardship Parish; the practice of offering materials at no cost, only donations, needs to be reevaluated

- Lent is approaching; Ash Wednesday is March 6

- Parish vitality – there is a lot going on each weekend at Max

Included in one past weekend ... wedding rehearsal, men's night out, Saturday morning Mass, confessions, retreat, 4:30 Mass including a wedding, reception afterwards, normal Sunday Masses including Scout Sunday blessing, CMA announcements and Throat blessings at each Mass, plus a Baptism

- Effort underway – Mass is the central aspect of our Parish and our lives – be mindful of that; announcements before Mass help to protect integrity of Mass

- Project for monstrance - New monstrance and candelabras have been acquired. (This was paid for by private donations, not from budgeted funds). The monstrance is 3 feet tall and stunning and worthy of the reverence due our Lord. It is not a processional monstrance as it is very heavy. Whenever Eucharistic Adoration is in the Church it will be used. We must give our Lord the best we can so people can Adore Him

From the private donations for this project, \$3000-\$5000 was left over; The excess donations will be put towards a new project in the future: votive candles before Joseph and Mary

- January – 9 funerals

Closing Prayer