

St. Maximilian Kolbe Pastoral Council Meeting

June Minutes

June 3, 2020 – 7:00-8:30PM

Virtual Meeting with Zoom; Fr. Jim/meeting organizer

Pastoral Council Members Present:

Tom Collins
Daren Keenan
Cathy Marksteiner

Chris Palac
Jerry Pater
Ellen Paxton – Vice Chair

Betty Ann Quinn
Tim Wurth – Chair

Pastoral Council Members Absent: Rich Inman

Notable Others:

Fr. Jim Riehle – Pastor
Parish Staff Representative / Budget – Ruth Trentman
Evangelization and Catechesis Commission – Andrew Tebbe
Outreach Commission – No Representative Present
Parish Life and Stewardship Commission – Dave Ellerbrock
Worship and Sacraments Commission – Mary Blake
Finance Council – Richard Carmel
Recording Secretary – Dena Moulton

- **Opening Prayer / Mission Statement** (PC is praying for Finance Council in June)
- **Update on changes due to the Coronavirus** – (Fr. Jim)
 - ❖ **Response and changes due to the pandemic related guidelines**
 - **Public Liturgies**
 - Resumed on May 25; only one weekend of Masses celebrated at the time of this PC meeting
 - Daily attendance – Normal size
 - Weekend – Below normal; this was expected; Max 500 people in Church with distancing guidelines; 260 was the highest attendance on the first weekend
 - Attendance at temporary 6:30am Mass was 70; no singing at this Mass
 - 95% of people are wearing masks at Mass
 - With public liturgies open, donations have increased. Online giving increased when St. Max was closed
 - Staff has been wonderful! They greet, welcome, clean after each Mass, count attendees, etc.
 - Office is open 9-12 MTTHF; 4-6 W
 - No ministry events through June or July (small classrooms can only accommodate 4 people)
 - Ministry leaders will receive letter this week regarding events
 - August events are still being planned – adaptation may be necessary
 - 5 RCIA people will be accommodated in private ceremonies, they were not brought into the Church at the Pentecost Vigil
 - **Uganda** – Locked down for another month; They may open borders by July; August is the earliest for Fr. Simon Peter's return
 - **Family Promise** – Fr. Jim hasn't heard back from Family Promise nor has he been approached about St. Max being willing to be a host facility; Fr. would be willing to host one family; Our facilities are so large and that part of the building is not currently being used; Families would need to stay 24 hours a day because their outside activities are not currently available

❖ **Questions and Suggestions**

- Fundraiser Request – Knights of Columbus Valentine Dinner and Dance 2/13/21
Request unanimously approved

➤ **Lightning Round**

❖ **Discernment Update** (Betty Ann)

- New Council and Commission members
 - Finance Council: Nancy Schaffer
 - Pastoral Council: Dennis Blake, Chuck Michael, Adam Gecewich, Kathie Grace Roberts, John Prince, Lisa Schafer, Rose Wiedenmann
 - Outreach Commission: Suzanne Bruce, Aaron Hancart, Glenn Algie, Sue Bruns
 - Parish Life & Stewardship Commission: Julie Davis, Monica Morris, Gerri Walsh
 - Worship & Sacraments Commission; Noel Balster, Karen Borgemenke, Ricki Hancart, Helen Romes, Tim Wiedenmann, Sarah Lewis

❖ **MAP update / status – next steps** (Father Jim)

- Tim and Ellen sent MAPS; Ellen would like summer work done; 46 MAPS, act as external reviewer: one more look at material, using a fresh set of eyes; 4 or 5 questions will be provided of things to look for; then send in a report to Ellen; Ellen will take the lead on this process; give a two week deadline to work this; each person 5-7 MAPS; Ellen will track responses with a spreadsheet

❖ **PC Vice Chair** – Daren Keenan has accepted this role

➤ **Committee Updates**

❖ **Campus Safety Subcommittee** (Cathy Marksteiner)

- No report this month

❖ **Twinning Ministry** (Chris Palac)

- Ox Plow Status:
 - Collected to date: \$90,735.24 (thru 5/18/2020)
 - Transferred to date: \$13,174.60 (27 Catechists received their Oxen/Plow)
 - Balance to be transferred: \$77,560.64
- St. Patrick leadership changes:
 - Stephen Kitembo has been leading the Twinning Ministry at St. Patrick's
 - Direction from Bishop Joseph is that all communications to go through Fr. Henry going forward
 - Dan Suer is working with Fr. Henry to understand direction, but complying with request for now
- Current priorities for other Twinning donations (separate from ox-plow):
 - Science Lab Progress & bids to complete
 - Transferred funds for trusses and roofing.
 - Plaster, flooring, lighting, windows, and door bids to receive in 6/2020
 - Motorcycle funds to be transferred when market opens \$1600
 - Discussed Fr. Henry request to add new priority: Church electrical & PA system
- Family Connections Update and Next Steps:
 - Many letters still Available for pick up in pink crate Outreach table
 - 13 families needed to replace those no longer participating
 - Next letter from St. Max due date: June 28
- Discussed what the future holds for mission trips. At this time things are on hold due to things in the world, but want to do something next year mid-year timeframe

➤ Council/Commission Updates

▪ Finance Council – (Rich Carmel)

Financial Report Fiscal Year-To-Date as of April 30, 2020

| | <u>Actual</u> | <u>Budget</u> | <u>Favorable (Unfavorable) \$ Variance</u> | <u>Favorable (Unfavorable) % Variance</u> |
|--------------------------|--------------------|--------------------|--|---|
| Total Income | <u>\$1,886,284</u> | <u>\$1,947,283</u> | <u>\$(60,998)</u> | <u>(.3.1)</u> |
| Total Expenses: | | | | |
| General & Administrative | 1,281,367 | 1,319,185 | 37,818 | 2.9 |
| Ministry & Liturgy | 46,806 | 67,004 | 20,198 | 30.1 |
| Religious Formation | 53,380 | 93,693 | 40,313 | 43.0 |
| Outreach | 12,097 | 17,508 | 5,411 | 30.9 |
| Facilities | 285,395 | 293,913 | 8,518 | 2.9 |
| Fundraising | 54,794 | 58,115 | 3,271 | 5.7 |
| Capital | 9,814 | 10,233 | 419 | 4.1 |
| Total | <u>1,743,654</u> | <u>1,859,652</u> | <u>115,998</u> | <u>6.2</u> |
| Net Income | <u>\$142,630</u> | <u>\$87,630</u> | <u>\$55,000</u> | |

Note: Sunday Collections of \$1,555,948 are **under budget** by \$111,052.

Finance Council Areas of Focus and Reporting for FY 2020

- Monitor and report ongoing results of *Together We Grow* campaign.
 - We currently have \$612,664 in available funds for the project. \$595,314 is invested in an AOC note currently earning 1.6% interest. The remaining \$17,350 is invested in accounts at PNC Bank to be used for immediate needs.
 - As of September 18, 2019, in response to our request for a reduction in our obligation to the Archdiocese of Cincinnati's *One Faith, One Hope, One Love* campaign, the archdiocese waived the remaining \$320,895 that was owed. We have fulfilled our obligation to the archdiocese.
 - Pledges total \$3,474,419; \$2,616,472 (75%) collected as of 4-30-2020.
 - Architect estimated design fees are \$150,000. Boring samples were done on September 25; \$4,000 was paid in December 2019. Architect fees (per contract) of \$29,450 were paid March 2020.
- Balance of the Contingency Fund as of April 30 is \$46,000.
- Funding for the church roof replacement.
 - As of April 30, \$124,959 has been collected for the roof replacement. \$120,000 is invested in an AOC note currently earning 1.6% interest. The remaining \$4,959 is invested in a PNC account.
- The Fiscal Year 2019/2020 Budget reflects Revenue in excess of Expenses in the amount of \$86,800.

- **Worship and Sacraments Commission**– (Mary Blake)
 - Upcoming Liturgical Celebrations
 - Live streaming Rosary, Masses and Holy Hours until June 6
 - Thursday exposition will restart on June 11, with limited hours
 - Liturgical Ministry Update
 - Suspended: Children’s Liturgy of the Word, Altar Servers, Include Me
 - Greeters: suspended for a couple of weeks
 - EMHC; new guidelines sent out
 - Lectors; will continue, no masks
 - Cantors; will continue, no masks, singing from cantor stand only
 - Ushers; will assist staff with greeting, seating people and taking up collection
 - Sacristans; new guidelines distributed
 - Sacramental Celebrations Upcoming
 - First Communion at weekend Masses
 - Three Confirmation Masses: June 9, 17, 25
 - Baptisms held every Sunday at 1:30 pm with possible Saturday evening options
 - Still only one family allowed per celebration
 - Confessions return to regular schedule, all inside
 - Weddings: Three in June
 - Music Ministry
 - All groups on hold
 - Liturgies consisting of one cantor and an accompanist
 - Singing reduced at liturgies
 - Viewership of live streaming slowly decreasing
 - Staff greeting, seating people and cleaning church on the weekends, for now
- **Outreach Commission** – (Maureen Savage)
 - Continue to collect:
 - non- perishables for Reach Out Lakota
 - detergent for Family Promise of Butler County
 - baby items for Elizabeth's New Life Center
 - Nursing Home Bingo has requested a collection for prizes. Glenn (ministry lead) will find out what items the residents need
 - West Liberty Outreach initially moved their spring trip to July. It has now been moved to the fall.
 - Funerals are now open to the public. However, the luncheon gatherings following the funeral remain suspended
- **Parish Life and Stewardship Commission** – (Dave Ellerbrock)
 - Trivia Night - originally scheduled for 5/16. Working on a plan to reschedule with a virtual format.
 - Greeting Card Ministry - discussions between Outreach and Parish Life about what such a ministry might look like and who would lead it
 - Virtual Race fundraiser - looks like a possible way to raise funds at St. Max; Michael and Lakme have attended webinars to learn more.
 - Faith Stones - fairly good response
 - Leadership discernment - new members and roles within the commission
- **Evangelization and Catechesis Commission** – (Andrew Tebbe)
 - No Report this month
 - Glenn and Mary Lou and Joan and Becca have been working on how to work RFY this fall

➤ **Discussion**

- 2020-2021 Budget – PC voted to unanimously approve
- PC – New Members; Of the 7 new members, 4 will be filling the usual 3-year term; 3 will be filling a 2-year term. This is necessary to ensure that only 4 members leave the Council every year. Fr. Jim and Ellen will address this issue
- Parish Picnic / Festival – September date; Bill Harkins will lead this event; Working on reformat with Fr. Jim
- Twinning will need a new PC liaison for next year, as Chris has fulfilled his commitment to PC
Focus of Twinning: 1. Prayer 2. Solidarity – fellowship – letter writing 3. Stewardship, financial assistance
- Cathy Marksteiner has agreed to coordinate the PC Adoration schedule

➤ **Thank you to all outgoing PC members for your service to Saint Max:**

Jerry Pater, Tim Wurth, Tom Collins, Chris Palac

➤ **Closing Prayer**