

## St. Maximilian Kolbe Pastoral Council Meeting

**March Minutes**  
March 4, 2020 – 7:00-9:00PM

### Pastoral Council Members Present:

Tom Collins  
Rich Inman  
Daren Keenan

Cathy Marksteiner  
Ellen Paxton – Vice Chair  
Chris Palac

Jerry Pater  
Tim Wurth – Chair

**Pastoral Council Members Absent:** Betty Ann Quinn

### Notable Others:

Fr. Jim Riehle – Pastor  
Evangelization and Catechesis Commission – Andrew Tebbe  
Outreach Commission – Maureen Savage  
Parish Life and Stewardship Commission – Tony Ferraro  
Worship and Sacraments Commission – Rick Volk  
Finance Council – Richard Carmel  
Parish Staff Representative – No representative present  
Recording Secretary – Dena Moulton

➤ **Opening Prayer / Mission Statement** (PC is praying for Parish Life and Stewardship Commission in March)

### ➤ **Lightning Round**

- PC agreed to sponsor a basket for the festival; Daren Keenan has offered to chair this endeavor
- Discernment; Worship and Sacraments now needs 6 people; 2 recent resignations
- Protecting our Children website link; <https://saint-max.org/ProtectingOurChildren>
- Staff Changes; Charlotte Flanagan will be stepping down - She will be stepping back from some of her duties now, but she will continue with the Early Childhood program throughout the remainder of this term. Charlotte's duties have also included Vacation Bible School, Babysitting/Child Care and Mighty Max. Thank you, Charlotte, for all you have done.  
We will be Looking for volunteers for VBS (Team of 4 or 5 people); Babysitting as a PT position; Mighty Max – no spring session; Coordinator of Early Childhood education – 20-25 hours  
Virtus trainer coordination also needed
- MAP update; some quadrants finished; all Pastoral Associates have an April deadline; At April PC meeting we will discuss what PC will do with the MAP information
- Together We Grow; Waiting on estimates; Architects are working on renderings and 3D model
- Mass Counts for January (2431) and February (2454); The counts were less than 2500 when Fr. Jim started
- St. Joseph Novena begins March 10; sign up online; Solemnity March 19; St. Joseph altar will remain set up for the entire Novena; dinner scheduled for March 19
- RCIA Rite of Sending - 19 people
- Seven Parishioners going to Uganda with Fr. Simon Peter – fly out Wed, March 11
- OxPlow Lenten Project – over 100 sponsored (many partially funded at this time, some fully funded)
- Raise the Roof campaign raised \$52,400; Winner won 10%, 10 additional people won 1%
- Coronavirus – bulletin announcements are ready when needed; Guidance from Archbishop; If CDC or Archbishop gives the green light – announcements will be ready
- Baptismal Font has a leak; determining where the problem is located; needed to drain font

## ➤ PC Committee Updates

### ▪ Twinning Ministry – (Chris Palac)

- First visit is coming up with a core group going over with Father Simon Peter
  - 8 parishioners travelling to St. Patrick's Church Madera Soroti, Uganda 3/11-3/26
  - Intent is to develop a better relationship between our two parishes and lay the groundwork for future twinning activities
  - Taking 2000 Blessed Miraculous medals and 2000 Rosaries and many other items
  - Commissioning for the mission trip will occur at the 4:30pm mass on 3/7
- Family Connections
  - Letters have been sent from the catechist families at St. Patrick's Madera
  - Letters from St. Max families were due 3/1 and will be hand delivered during the 3/11 visit
- Ox-plow project is well underway
  - Lenten project to provide teams of 2 oxen + 1 plow for each of the 161 catechist families in St. Patrick's Madera – cost is \$500 per ox-plow team
  - The catechists at St. Patrick's are the ones who conduct services on a weekly basis
  - Strong focus on providing education and tools for people to become ambassadors and engage others to spread the news of the ox-plow project and collect donations
  - Ox-plow displays are set up after masses during lent in the gathering space
  - Bake sale at the 1<sup>st</sup> fish fry was very successful
- Science lab is being built
  - Holy Angels school is a part of St. Patrick's Madera parish
  - A science lab is needed to meet Ugandan education requirements
  - \$9K has been donated and transferred to get started on building the lab
  - Status and remaining funds needed will be discussed at the next Twinning meeting
- St. Max golf outing is scheduled for 9/11/2020 with proceeds again going to the Twinning ministry
- Visit the Twinning page on the St. Max website for more information

➤ **Council/Commission Updates**

▪ **Finance Council** – (Rich Carmel)

**Financial Report Fiscal Year-To-Date as of January 31, 2020**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) \$ Variance</u>	<u>Favorable (Unfavorable) % Variance</u>
<b>Total Income</b>	<u>\$1,347,472</u>	<u>\$1,315,276</u>	<u>\$32,195</u>	<u>2.4</u>
<b>Total Expenses:</b>				
General & Administrative	940,657	945,967	5,311	0.6
Ministry & Liturgy	40,410	47,545	7,135	15.0
Religious Formation	45,610	63,387	17,777	28.0
Outreach	10,198	14,496	4,298	29.6
Facilities	229,515	226,938	(2,577)	(1.1)
Fundraising	32,820	12,135	(20,685)	(170.5)
Capital	8585	7,583	(1,001)	(13.2)
<b>Total</b>	<u>1,307,795</u>	<u>1,318,052</u>	<u>10,258</u>	<u>0.8</u>
<b>Net Income</b>	<u>\$39,677</u>	<u>\$(2,776)</u>	<u>\$42,453</u>	

**Note:** Sunday Collections of \$1,119,294 are **under budget** by \$27,706.

**Finance Council Areas of Focus and Reporting for FY 2020**

- Monitor and report ongoing results of *Together We Grow* campaign.
  - We currently have \$400,744 in available funds for the project. \$353,944 is invested in an AOC CD, currently earning 2.3% interest. The remaining \$46,800 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 \$3,443,468; \$2,490,118 (72%) collected as of 12-31-19.
  - In February \$234,339 was added to our AOC note, representing July-December collections. This will be reflected in February reports.
  - Architect estimated design fees are \$150,000. Boring samples were done on September 25; \$4,000 was paid in December 2019.
- Balance of the Contingency Fund as of January 31 is \$46,000.
- Funding for the church roof replacement.
  - The roof was inspected in September 2018 by a roofing contractor and determined to have an estimated life expectancy of approximately three years.
  - The estimated cost to replace the roof is \$815,000 using three-dimensional asphalt shingles or \$915,000 using stamping seam metal.
  - As of January 31, \$63,976 has been collected for the roof replacement. We raised \$2,955 from 17 donors on Giving Tuesday for the roof; this money is not assessed by the archdiocese. The Archdiocese has agreed to assess the remaining Raise the Roof donations at a lower rate of 5.7%. A Raise the Roof Raffle will be held in January/February.
- The Fiscal Year 2019/2020 Budget reflects Revenue in excess of Expenses in the amount of \$86,800.

- **Worship and Sacraments Commission** – (Rick Volk)
  - I Thirst for You prayer will be prayed during Lent.
  - Full Lent calendar is on Parish website.
  - Stations of the Cross on Friday evenings at 7:30 pm during Lent.
  - Adoration and Exposition during Lent is on First Fridays, Lenten Mondays and Thursdays.
  - March 16<sup>th</sup> – Lenten Communal Penance Service.
  - Veiling of statues begins 5<sup>th</sup> week of Lent – Passiontide.
  - Change in wine begins mid-March. Old wine supplier difficult to deal with, and becoming expensive
  - Parish asked to pray the St. Joseph Novena beginning March 10 and leading to the solemnity of St. Joseph on March 19. Mass will be celebrated at 6:00 PM with dinner to follow. All are asked to bring canned goods for the needy.
  - Adoration team held their first ever “Worship Wisdom” evening on February 12.
  - Altar Servers – Our AS coordinator is making efforts to create a new 4<sup>th</sup> position for servers, an altar server captain. This would be a server with experience who will help lead the other servers at Mass.
  - Preliminary budget is being developed. Needs include new albs for servers and red book replacements.
  - March 7 – ChoralFest with Children’s Choir (Off campus Children’s Choir Festival).
  - New cantors and instrumentalists continue to come forward desiring to add their talents to the music ministry.
  - 80 First Communions this spring.
  - 18 to 20 people entering the Church through RCIA. 17 at the Easter vigil. There are also 9 children in the inquiry stage.
  
- **Outreach Commission** – (Maureen Savage)
  - Ministry leaders gathered; met and brainstormed Feb
  - Outreach Allocation Commission has given money to Big Brothers and Big Sisters, Faith Alliance and Family Promise
  - Outreach by numbers is being compiled
  
- **Parish Life & Stewardship Commission** – (Tony Ferraro)
  - Fat Tuesday Dinner – Great turnout this year! Thanks to all who pitched in
  - Tatiana (Tajci) Cameron concert March 6<sup>th</sup>
  - Working on discerning internal leadership roles and nominations for parish leadership
  - Work is underway to build support and collaboration for a January 2021 parish activity

▪ **Evangelization & Catechesis Commission** – (Andrew Tebbe)

Men's onsite day of reflection

- Scheduled for Mar 28, 2020. Fr. Jim and Deacon Mike will be keynote speakers

1% Challenge

- Planning on incorporating 1% challenge Bible readings into events such as retreats

Alpha

- The second session will begin right after the festival

RFY

- Classes will no longer be on Sunday after 8am Mass next year

Youth Ministry

- High School youth group will be moved to Wednesday nights
- Looking for food donations for the spring retreat

New Evangelization

- Evangelization Booth at festival will be run by Zack Hinger this year
- Life-size nativity scene to be set up this Advent
- Deacon Dad Facebook page is growing in popularity
- New baptismal registration process is helping to identify marriage convalidation & annulment opportunities to help lead parishioners to a stronger relationship with Jesus
- Phone calls to new parishioners are fruitful, calls to fallen away families not as much
- Looking to get more unaffiliated or inactive parishioners to Alpha and to get the parishioners that have been connected with evangelization team members to engage with them

Festival

- Theme "The Light Shines in the Darkness"
- Gifts handed out will be rosaries and water
- Two booths: Youth and Adult
- Raffle: Secular items like outdoor firepit (\$400-\$500)
- T-Shirts will be Light and Lantern Themed
- Training to focus on prayer and inviting people to Alpha

Parish Mission

- Will take place in November
- Post Mission Subcommittee is still being formed and will be using the Discipleship Model to continue accompanying people after the mission

Reviewed the budget to be proposed for quadrant ministries and efforts

Discipleship Model

- We are looking into the Discipleship Model to help plot out mission and vision for ministries in the parish
- In the Discipleship Model, parishioners are led along a path from worldliness to a relationship with Jesus and eventually evangelizing others
- We have a large percentage of ministries that fall within the Pre-evangelization category and we are looking for ways to bridge them into the next category of Missionary Proclamation (perhaps by including the message of Jesus in the outreach programs)
- We are also hoping to add more ministries that catechize and send disciple makers out into the world

Accompaniment

- We are looking for ways to help all parishioners feel like the parish is a family to them
- One possibility is parishioners meeting one-on-one in a mentor-like manner with each other in order to forge deep personal connections

## ➤ Discussion, Pastoral Council – what is our purpose

- 'Homework' for this meeting: Re-read previous assigned material with lens of the mission of Christ (Called to be a Church: A Guide for Parish Pastoral Councils; pages 2-16, 36-37); Read Pastoral Council By-laws (handed out by Fr. Jim); Read the beginning of 'The Path' found on the St. Max website
- Commissions are taking care of many needs of the parish; Therefore, PC mission needs to be redefined
- How do we assess and then respond to needs of parishioners and identify Fr. Jim's needs
- Strategic plan – periodic surveys need to be done and this has not happened; there has been no effort to address parishioner needs any time recently; Listening sessions – eyes and ears only 4 times per year (this is not enough); PC members need to come to parish events and be representatives and be accessible to the parishioners
- 'The Path' was done in 2012 and updated in 2013; Last section of The Path has a scorecard; This should be updated every year by PC
- Question for PC to address: Are we a stewardship parish? Yes or No?; Spirit of volunteers on the decline Babysitting and Bible studies are at no charge – but we sustain a cost; can we continue this?
- PC can assist with outreach to New Parishioners and work on ways to become a more hospitable parish

1. Everyone on PC should read 'The Path'
2. By-laws; These need to be brought up to date; Rich and Dena have volunteered to help with this task;  
Find by-laws in section of common by-laws (evidently a thinner version of the 32 page document can be found there (last revised on May 30, 2012)  
Edit and adapt and present to Fr. and PC

## ➤ Closing Prayer