

# St. Maximilian Kolbe Pastoral Council Meeting

May Minutes

May 6, 2020 – 7:00-9:00PM

## Virtual Meeting with Zoom; Ellen/meeting organizer

### Pastoral Council Members Present:

Tom Collins  
Daren Keenan  
Cathy Marksteiner

Ellen Paxton – Vice Chair  
Chris Palac  
Jerry Pater

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 – Tony Ferraro  
Worship and Sacraments Commission – Mary Blake  
Finance Council – Richard Carmel  
Recording Secretary – Dena Moulton

- **Opening Prayer / Mission Statement** (PC is praying for Parish Staff in May)
- **Update on changes due to the Coronavirus** – (Fr. Jim)
  - ❖ **Response and changes due to the pandemic related guidelines**
    - **Public Liturgies**
      - Ohio Bishops have extended suspension of Public Liturgies until May 29 – current hope is to restart public Masses on Pentecost weekend (May 30/31)
      - Details need to be worked out as to how our public Masses will look when they resume
    - **Sacraments**
      - May 30; Pentecost Vigil Mass at 7:00pm, RCIA people will be brought into the Church
      - First Communions: Before May 29<sup>th</sup>, the Bishop has offered some First Communion to take place during private daily Masses; These Masses would remain closed to the public. Weekends in June and July are also possible or First Communicants may join fall group – Communication forthcoming from Fr. Jim
      - Confirmation – 3 dates in June will be identified; Pastors given permission to confirm; There are 35 candidates
    - **Financial Concerns**
      - Financial report, State of the Parish in last weekend's e-Bulletin
      - St. Max applied for the Payroll Protection Program (PPP) and received a loan of \$215,000; Final papers need to be signed. This will cover payroll for 8 weeks. When used for payroll the loan will be forgiven. Any excess money can be paid back or kept and repaid over two years at 1%
      - Two staff members were furloughed through May 24; Hourly people have cut their hours down; Some staff members have turned paychecks back to St. Max
    - **Virtual Events**
      - May crowning Friday May 8 at 6:30pm; 75 families have submitted pictures for a video

- Sunday May 10 at noon there will be a Eucharistic procession; prayers, hymns and blessings; Parishioners can join while physically distancing themselves; cannot be livestreamed as it is an outdoor event
- Youth group keeping in touch virtually

## ➤ **Lightning Round**

### ❖ **Discernment Update** (Betty Ann)

- Council and Commission members will be selected at the 12:00 Mass on Pentecost Sunday  
These are the Council and Commission openings:  
Pastoral Council: 7  
Finance Council: 1  
Evangelization and Catechesis Commission: 6  
Outreach Commission: 4  
Parish Life and Stewardship Commission: 4  
Worship and Sacraments Commission: 4
- PC has 7 openings and 7 people have accepted their nominations; Two nominees have special circumstances and PC voted to accepted both people
  1. 1 person desires a two-year term; This is a convenient fit as 3 spots were open from our first-year council member class.
  2. 1 person is out of town during part of the year; This nominee will be represented virtually at meetings when not in town.

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

- 50 MAPs submitted to Father so far; still a number outstanding due to COVID19 issues
- How MAPs will be divided up among PC ... Tim and Ellen will guide the strategic direction; 50 documents will be divided up among PC members and they will be discussed at the June PC meeting; Approx. 7-8 per council member; Ellen will email each member their documents to review within the week; Tutorial will be provided, by Ellen and Tim as to what relevant things to look for and to bring feedback on. Jerry and Tom also willing to help with the tutorial information, if needed.
- Suggestion to share results electronically ahead of time if possible

### ❖ **Together We Grow update**

- Expense for Consultation was presented to St. Max (\$44,000); So, Father Jim asked a procedural question of PC, as to how best to proceed with informing PC about such expenses. This project in totality has already received all required approvals to move forward. The issue is not one of transparency, as that exists, but one of timing. Fr. doesn't want to hold up any work because PC has not met or hold any special meetings because an expense has been presented to St. Max, and PC hasn't yet been informed.
- In existence are a TWG steering committee, in addition to Fr. Jim, Larry Witsken, Ruth Trentman, John Monroe, and the Archdiocese of Cincinnati. All are keeping an eye on expenses and the project in general
- We have a contract with the architect; when an amendment is needed, this needs the approval of the Archdiocese
- PC suggested perhaps John Monroe come to a meeting and inform PC of what's going on with TWG
- PC did not provide Fr. Jim with a definitive answer to his question

## ➤ **Committee Updates**

### ❖ **Twining Ministry** (Chris Palac)

- Ox Plow project completely funded; Waiting for markets to reopen in Uganda to complete the purchases

➤ **Council/Commission Updates**

- **Finance Council** – (Rich Carmel)

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) \$ Variance</u>	<u>Favorable (Unfavorable) % Variance</u>
<b>Total Income</b>	\$1,722,264	\$1,727,699	\$(5,434)	(.3)
<b>Total Expenses:</b>				
General & Administrative	1,185,179	1,206,002	20,824	1.7
Ministry & Liturgy	45,575	61,241	15,666	25.5
Religious Formation	53,380	88,776	35,396	40.0
Outreach	11,654	16,587	4,933	29.7
Facilities	271,388	272,455	1,067	.4
Fundraising	51,139	23,815	(27,324)	(114.7)
Capital	9,384	10,150	766	7.5
<b>Total</b>	<u>1,627,698</u>	<u>1,679,027</u>	<u>51,329</u>	3.1
<b>Net Income</b>	\$94,567	\$48,672	\$45,894	

**Note:** Sunday Collections of \$1,404,434 are **under budget** by \$79,566.

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

- Monitor and report ongoing results of *Together We Grow* campaign.
  - We currently have \$607,664 in available funds for the project. \$590,314 is invested in an AOC CD, currently earning 2.3% 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 \$3,475,239; \$2,560,080 (74%) collected as of 2-29-2020.
  - In February \$234,339 was added to our AOC note, representing July-December collections.
  - 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 March 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 March 31, \$121,733 has been collected for the roof replacement.
- The Fiscal Year 2019/2020 Budget reflects Revenue in excess of Expenses in the amount of \$86,800.

- **Worship and Sacraments Commission**– (Mary Blake)
  - Liturgical roles for all Masses, rosaries, holy hours continue to be filled by staff and clergy
  - Sacramental Celebrations (planned celebrations all dependent on any changes of restrictions from state of Ohio and Bishops of Ohio)
  - Wedding couples are either rescheduling or having a simple ceremony with 10 people or fewer
  - Baptisms—some families rescheduling or limiting guests to 10 and under
  - Outdoor confessions continue weather permitting, moved inside at presider’s discretion
  - Music Ministry
    - All groups on hold
    - Handbells finished for the year
    - CC/CHC final Mass now rescheduled to sometime in the Summer
    - Adult choir hoping to return for Pentecost
    - Choir camp on hold for now
  - Building reopening guidelines being established
  - Plans for physical distancing at Mass waiting to be formulated until guidelines come down from Bishops
  - Oct. 3rd Mass for any who have experienced infant loss (miscarriage, stillbirth, infant death)
  - Redbook replacement still on progress
  - Funerals continue with count of 10 or less, people are staying in cars to attend
  - Viewership of live streamed liturgies remain strong
  - Streaming—800-900 unique views on Sunday; other social media—over 600 clicks for worship aid
  - Normally same number every morning Mass
  - Deacons Mike Hinger, Mike Lippmann and John Back celebrated 10-year Ordination anniversary on April 24th
  - Commissions and PC selection still all to be drawn on Pentecost 12PM Mass
- **Outreach Commission** – (Maureen Savage)
  - Reach Out Lakota has picked up donated items from a full bin 4 times!
  - Stephen Ministers are available to “walk” with struggling parishioners.
  - St. Vincent de Paul is helping anyone within our parish boundaries financially.
  - Aaron Hancart continues his research on Prison Ministry and will be going through the required archdiocesan training.
  - 2019 outreach numbers will be in the bulletin this weekend.
  - Susan's Garden has been tilled, soil prepared and now just waiting for warmer days to begin planting summer crops.
- **Parish Life and Stewardship Commission** – (Tony Ferraro)
  - Trivia – working on a remote version
  - Painting small rocks to place in mulch area, information in e-Bulletin and on Facebook

- **Evangelization and Catechesis Commission** – (Andrew Tebbe)
  - Many, if not all ministries, have gone online or are planning to, utilizing online meeting platforms, streaming services and phone calls
  - The men’s offsite retreat may still be in the works, but all summer events have been canceled
  - Most ministries that are meeting right now report that they are doing well
  - The library ministry will be looking for new leadership starting in the Fall
  - Right now, when a ministry begins a new program or initiative, we are trying to make sure that it can be a permanent addition and not a temporary fixture for the current situation
  - Religious Education/ Early Childhood Education will have two staff members leaving whose positions will need to be filled in the Fall
  - RFY registration has been postponed until June
  - We will be planning on continuing the evangelization booth efforts at the Festival; Changes may be required to address the change in the expected audience
  - The question of how to start up the ministries on premises will be handled after the staff is back and working

➤ **Discussion**

- 2020-2021 Budget; Members received budget and had an opportunity to ask questions; PC will vote to approve budget in June

➤ **Closing Prayer**