

St. Joseph Parish Council

Meeting Minutes

September 20, 2022

Heritage Room 7:00 pm

<u>Attending</u>	<u>Excused</u>	<u>Role</u>
Fr. Michael McCabe		Pastor
Andy Arbie		Elected – President
	Dave Reese	Elected – Vice President
Emily Zurcher		Elected – Secretary
Grace Raun		Elected
Joyce McClure		Elected
Julie Kealy		Elected
Kerry Kowalski		Elected
Walt Zink		Trustee
Amy Zeleny		Trustee
Jim Essay		Finance Council Representative
	Matt Litt	Stewardship Representative
Michele Chambers		Stewardship/Pastoral Council Representative
	Ben Huck	Building and Grounds Committee Representative
Ann Wackel		Parish Operations Manager
	Duane Becker	School Advisory Council Representative
Fr. Robert Johnson		Assistant Pastor

Opening Prayer

Review and Approve August minutes

Motion to approve: Joyce McClure

Motion second: Julie Kealy

Old Business

Fr. McCabe

Parish Updates

- Volunteers to look into parish meeting space. Joyce, Grace, and Julie volunteered.
- Synod information has been collected and sent to the national USCCB. It will then be sent to the Vatican.
 - The US synthesis report can be viewed online: <https://www.usccb.org/synod>
 - Several events were held in the diocese (although not here) to collect information
 - Individual surveys can still be submitted on the USCCB website

New Business

- Fr. McCabe
 - For the Eucharistic Revival there will be a national Eucharistic Procession next October
 - Monday Parish Holy Hours the next 9 months
 - Eucharistic pilgrimages scheduled
- Parish Council election updates
 - October meeting bring some names to brainstorm (3 new members)
 - A list of potential candidates will be given to Father at the November meeting
 - Emily will contact Carrie about the bulletin update to nominate someone or oneself for Parish Council
- Discuss incorporating an annual review by the Parish Council of the Pastoral/Strategic plan(s).
 - The most recent formal pastoral plan (Joy of the Gospel) is from 2017.
 - Discussion centered on reviewing what our long-term goals are for the parish and how the diocese puts out a strategic plan.
 - The ministry booklet serves as our most current living document we can reference as more of an “operational plan.” We may look at this in February but will table this discussion for now
- Question about headphones for the hearing impaired
 - New mic system has Bluetooth capability that can work with hearing aids.
 - Working on turning up the volume in the Cry Room
- Upcoming
 - Cor ad cor starts Monday, September 26th from 7-9 pm
 - Ministry Meetings – December 10 at 9:00 am and February 18 at 9:00 am

Committee Reports

Finance

Committee Chair: Jim Essay

- Members present: Fr. McCabe, Ann Wackel, Scott Gubbels, Angie Muhleisen, Doris Robertson, Brian Morrow, Craig Pytleski, Jim Sizemore, Michael Henkenius, and Jim Essay
- Fr. McCabe opened the meeting with a prayer
- Ann Wackel handed out the detailed profit and loss reports for both the school and the church along with a year-end balance sheet. She then highlighted the fiscal year end results:
 - School
 - The transfer from the parish to the school was close to the budgeted amount. The actual amount was approximately \$29,000 over the budgeted amount
 - Total enrollment for last fiscal year was 414 in K-8 and 44 in preschool. 2022-2023 is 425 in K-8 and 63 in preschool. Preschool has expanded this year to include an all-day every-day option, and it is full.
 - Hot lunch was COVID funded in 2021-2022 for all families. It will not be in 2022-2023
 - Church
 - The envelope tithe was lower than what was budgeted for last year. Most of the difference was made up by CANA donations and the CANA match.
 - Many facilities projects were completed last year, many from designated donations. Projects included:
 - Roof repair: \$66,477
 - Power washed building: \$5,237
 - Vacuum for church: \$2,475
 - Ice Machine for Res Hall: \$2,575
 - New mower: \$7,150
 - Res Hall receiver update: \$7,434
 - Computer hardware & wiring upgrade: \$122,000
 - Carpet replacement in church and tables in Res Hall: \$10,477
 - Tree removal and pruning: \$7,790

- Seal roof for bats: \$3,460
 - Card access replacement: \$20,670
 - Computer lab renovation: \$12,754
 - Church sound system: \$10,450
 - Baseball field renovation: \$7,785
 - School windows: \$82,550
 - New flooring in rectory: \$11,907
 - School/church/rectory window cleaning: \$3,562
- The school budget was approved last February. The church budget will be sent to the finance council by email in the coming week
- Jim Essay, who is a Villa Marie advisory board member, asked the Finance Council for input and whether it would be reasonable to have the parish consider allowing Villa Marie School in Waverly an opportunity for a special collection at St. Joseph. Villa Marie is a special needs school funded mostly by donations. Villa Marie is considered a “pro-life” cause. In past years, St. Joseph’s, being a stewardship parish, helped support the now non-existent St. Mary’s and Sacred Heart Schools. Reportedly, St. Michael’s parish is open to allowing a special collection at their parish and they are wanting to involve other parishes in the effort. A planned meeting with the Villa Marie finance committee and representatives from St. Joseph’s and St. Michael’s, including Fr. McCabe and Fr. Borowiak, will be held in the near future to discuss the pros and cons of this matter. There was a positive response from the Finance Council to have Fr. McCabe pursue this further.
 - Villa Marie has a cost of about \$35,000 per student.
 - Total budget is approximately \$650,000 annually.
 - Tuition collected is about \$70,000.
 - Various fundraising events held each year but they still fall short.
 - Asked Parish Council to consider a special collection to help subsidize costs
 - Discussion ensued; feedback was positive
- Next Finance Council meeting tentatively set for Monday, November 7 at 4:30 pm.
- Fr. McCabe closed the meeting with a prayer.

Stewardship

- Stewardship Meeting September 6, 2022, 8:00 pm, Heritage Room, St. Joseph Catholic Church
 - Purpose statement
 1. Review and re-establish Ministry Contacts
 2. Plan for the Ministry Fair
 3. Begin planning for the annual Tithing Renewal
- Future meetings, all at 8:00 pm: 10/4/22, 11/8/22, 12/6/22, 1/3/23, 2/7/23, 3/7/23, 4/4/23, 5/2/23, 6/6/23
- Committee members (11): Fr. McCabe, Pastor; Matt Litt, Committee Chairman; Mikayla Pond, Past Chair; Ken Almquist; Michele Chambers; Ben Raun; Mario Racicot; Courtney Verhoeff; Ann Wackel; Paul Warner; Michelle Weber
- Members in attendance at September 6, 2022 meeting: Ken Almquist, Michele Chambers, Fr. McCabe, Matt Litt, Mikayla Pond, Ben Raun, Mario Racicot, Courtney Verhoeff, Ann Wackel, Paul Warner, Michelle Weber
- Call to order and Opening Prayer
 - Matt Litt called the meeting to order and Fr. McCabe led the opening prayer
- Approval of previous meeting minutes
 - No minutes to approve
- Introductions
 - Each member of the committee re-introduced themselves
- Pastor’s Report
 - Fr. McCabe stated the importance of sharing stories of all the good stewardship going on in the parish and bringing people into contact with ministry opportunities. He provided a brief overview of the duties of the committee
- Old Business
 - Ministry Contacts

- Committee Members by Pillar:
 - Hospitality: Weber, Verhoeff
 - Prayer: Raun, Racicot
 - Formation: Chambers
 - Service: Almquist, Warner
- The committee has struggled with how to assist ministries, e.g., the need for new members, considering further investment or winding down, or transitioning leadership
- Ministry booklet
 - The goal is to distribute them
 - New parishioners receive one in their registration packet
 - We can have them sitting in the narthex
 - Future editions should have contacts for Stewardship Committee, Parish Council, etc., and who to contact to discuss starting a new ministry
- Need to Start folding ministry leaders into quarterly gatherings
 - Ministry leaders can be invited to the September 10 gathering
 - Pond selected to create the communication template
 - Litt to share Stewardship Committee items on Google Drive
- New Business
 - Ministry Fair
 - Review of last year:
 - Ministries were upset about being in Resurrection Hall due to limited traffic
 - The committee reviewed last year's data
 - Discussion on structure included flexible dates, etc., and that ministries are not to "hard sell" at the fair
 - Future considerations:
 - Ministries could participate in the Youth Ministry's Trunk or Treat
 - St. John's hosted a ministry night event
 - Return to Ministry of the Month
 - Offer training on recruitment
 - Motion passed to hold the Ministry Fair on September 24-25 and October 1-2
 - Weber to lead, Verhoeff will assist
 - 14 ministries on each weekend, first come, first served
 - Tri-Annual/Quarterly Ministry Gathering
 - Invite ministries to the gatherings on Saturdays in Resurrection Hall after 8:15 Mass on 9/10/22, 12/10/22, 2/18/23
 - Stewardship Committee planning to fold in ministries at the December gathering
 - Tithing Renewal
 - Used to be through OSV, now completed through the office
 - Stewardship Committee reviews content
 - Meeting Schedule, Operations
 - Committee scheduled to meet on the first Tuesday of the month; can cancel if no new business
 - Confirmed that the full committee needs to make overarching decisions (e.g. setting event dates) and a sub-committee can work out details
 - Litt to provide meeting dates to Dee
 - Closing Prayer & Adjournment
 - Fr. McCabe led the closing prayer and Litt adjourned the meeting

Building and Grounds

Committee Chair: Ben Huck

- Committee members: Jeff Chadwick, Jim Essay, Nick Froeschl, Roch Gaussoin, Norm Goldsmith, Don Killeen, Dick Kohel, Doug Lillie, Dan Muhleisen, Karen Nalow, JJ Yost
- Date of last meeting: September 13, 2022 via email update; no physical meeting was held

- Date of next meeting: November 8, 2022
- Action items completed:
 - All Summer 2022 work has been completed, including window replacement in the school, classroom painting, window coverings in the school, additional surveillance cameras at the school hallway intersections, and renovation of the baseball/softball field. The only outstanding items are one piece of broken glass that is scheduled to be installed on 9/17/22 and installation of window blinds in the Quest Room and Bride Room. The Quest Room required a custom mounting bracket which should be delivered the week of 9/19/22.
 - Resurrection Hall furniture: to the best of my knowledge, the decision on which chairs are being selected is still under consideration. New tables have been delivered and are in use.
- Action Items in progress/pending:
 - Pricing for wayfinding signage & electronic message board, Rectory deck replacement, and new mechanical equipment replacement is in process
 - New playground equipment pieces are expected to be delivered in October
 - Identifying priorities and cost for mechanical equipment replacement within the church and school
 - Assembling price to convert Resurrection Hall coat room into a storage room for tables and chairs
 - Soliciting proposals for winter 2022-2023 snow removal
- Announcements
 - None
- Questions for Parish Council
 - None
- Other notes
 - None

St. Joseph School and School Advisory Report

Present:

- Carrie Finson, Duane Becker, Kathy Donlan, Carol Zink, Nichole Russman, Ann Wackel, Sr. Mary Angela, Jane Kreifels, Chelsea Schauer, Fr. McCabe, Carolyn Bosn, Kevin Naumann, Mike Czyz, Jami Hughes, Kathy Krinke

Guest(s):

- Joe LeDuc

Meeting called to order:

- Duane Becker

Opening Prayer:

- Fr. McCabe

Approval of May 2022 Minutes:

- Minutes from the May meeting were approved via email and posted on the website accordingly.

Unfinished Business:

Duane Becker

- Introductions
- Junior High Parent survey
 - Good summer meetings with JH team
 - Lots of info already gathered and posted on website, including electives and how they work
 - Math placement info still needed – handout at back-to-school nights and on web
 - Positive feedback from parents already with info going out before school started, especially about electives and athletics
- Website functionality – Carrie and Mike to collaborate
- JH back-to-school session being led by Ben Kubistek; will take place in the gym then to separate classrooms if parents would like to talk more with teachers one-on-one

New Business:

Duane Becker

- Catechesis of the Good Shepherd (CGS)
 - There have been some questions from parents regarding numbers and the reasoning for the program

- Kevin: looking toward the future, trying to make faith more personal for students so they stay in the Catholic education system and stay active in the church beyond our school, beyond Pius X, etc.; making faith about more than memorizing prayers and doctrine; for all students whether they're St. Joe's students or not; focused on younger students, especially early elementary grades
- Parents unsure what it's about and who it's for; we're starting with 2nd grade and working toward making it available to younger grades
- Team includes Megan Dolton and Megan McDermott, parents of St. Joseph School students, Megan Pytleski and Courtney Verhoeff, parents of children who do not attend St. Joe's School, as well as some other parents in the parish who have been assisting the process.
- Currently, Sr. John Marion, 2nd grade teacher, is the only person at St. Joe's trained in CGS which is why we're starting with 2nd grade this year
- Carrie suggested more detailed info for bulletin, possibly an insert including testimonies from families who already know CGS
- Sr. Mary Angela will collect FAQs and forward them to the CGS team
- Video testimonials were proposed
- Some parents have voiced concern that CGS is taking the pace of Religion class, but the reality is that it will be only one day a week
- Starting CGS isn't meant to suggest that what we already do for religious education is lacking, just another opportunity for students to own their faith
- Sr. Mary Angela noted that she has been reading a book "From Christendom to Apostolic Mission" that relates well to the principles CGS is aiming for
- Some apprehension among parents re: changes indicated in summer letter
 - Moving away from compartmentalization of subjects
 - Inviting students to get involved and own their education and catechesis
- Full class Mass schedule requested before school starts
 - Semester's schedule sent to everyone'
 - Include in bulletin and newsletter
 - Create a page on the website for it?
 - Teachers to inform parents; direct parents to ask teachers if they haven't already
 - Include in back-to-school nights next week
- Beyond the Bell
 - Job is posted in several areas
 - One candidate interested; qualifications being reviewed before meeting with candidate
 - If we hire this candidate, BTB could start as soon as the end of 1st quarter or after 1st semester; difficult to determine timeline right now
 - Other options were explored but weren't viable for us; other organizations are struggling to find workers and can't take on any additional students
 - Participation numbers by end of last school year: 30 students; pre-COVID numbers were around 50

Pastor's Report:

Fr. McCabe

- Father had to leave early, so no Pastor's Report was given

Principal's Report:

Kevin Naumann

- Info covered in Unfinished Business and New Business

SFA Report:

Carolyn Bosn

- Walk For Christ (WFC)
 - Corporate sponsors are all confirmed with \$50,000 promised
 - Some fun incentives are planned, including Mr. Naumann agreeing to be duct taped to a wall if match meets \$30,000 goal and a knockout tournament for meeting the halfway goal
 - Full matching has been promised
 - Money is currently intended to go toward tech fee (need to make sure parents know this is taken care of for them!);

- Playground equipment, which continues to be pushed later and later
- New security cameras
- Update grass on soccer/baseball fields
- Update bathrooms
- Upgrade/replace gym sound system
- Approved new window blinds for classrooms
- Able to fund the purchase of 4 wide-angle security cameras for interior of school
- Working on covering tech fees for next school year and letting people know that this is one of the items SFA funds help pay for
- Further down the road, looking to get Walk For Christ planning underway

Other Items:

Duane Becker

- Carol Zink asked for 2022-2023 enrollment numbers: 425 in K-8 and 60 in preschool (which includes new all-day option) for a grand total of 485
- Future meeting dates listed at bottom of agenda

Closing Prayer:

Sr. Mary Angela

Next Meeting:

- Wednesday, September 21, 2022 at 5:30 pm, Resurrection Hall

Submitted by:

Carrie Finson, Council Secretary

Council Members (11):

- **Fr. McCabe, Pastor**
- **Kevin Naumann, School Principal**
- **President:** Chelsea Schauer, Parishioner and School Parent
- **Vice President:** Duane Becker, Parishioner and School Parent
- **Secretary:** Carrie Finson, Director of Communications
- Reggie and Carolyn Bosn, SFA Presidents or Jason and Michelle Weber (usually only one is present)
- Jamie Srb, School Staff (outgoing)
- Jane Kreifels, School Staff
- Kathy Krinke, School Staff
- Amy Killeen, Parishioner and School Parent (outgoing)
- Mike Czyn, Parishioner and School Parent
- **Non-voting Members (2)**
 - Sr. Mary Angela, School Assistant Principal
 - Ann Wackel, Parish/School Business Manager

Pastoral Council

Rooted in Love:

- Will host the first Cor ad cor in September and then we'll meet 10/17 and 11/21.

Altar Society:

- Hosted first coffee and rolls for the year
- Several ladies attended Bunco night hosted by Blessed Sacrament Altar Society; we may be having our own later this year

Religious Education:

- CCD began with 84 students, which is close to pre-pandemic numbers. We find we need a 6th grade teacher due to increased numbers, so we will be recruiting one as soon as possible
- What We Believe series hosted by Dr. Hecker began with about 15-20 in attendance.
- Nursery during 9 am Sunday Mass has resumed
- RCIA will begin October 12; so far there are 5 people who have expressed interest in joining the Church at Easter Vigil

Future Meeting Dates

- September 20, 7:00 pm, Heritage Room
- October 18, 7:00 pm, Heritage Room
- November 15, 7:00 pm, Heritage Room
- December 20 – TBA

St. Joseph Parish Council

Trustees:

- Walt Zink
- Amy Zeleny

Elected Members:

- Andy Arbie, President
- Dave Reese, VP
- Emily Zurcher, Secretary
- Joyce McClure
- Grace Raun
- Kerry Kowalski
- Julie Kealy

Representatives:

- Jim Essay, Finance
- Matt Litt, Pastoral Council/Stewardship
- Michele Chambers, Pastoral Council/Stewardship
- Ben Huck, Building and Grounds
- Ann Wackel, Director of Parish Operations
- Duane Becker, School Advisory Council