

## **Saint Patrick Pastoral Parish Council Official Meeting Minutes**

November 21, 2006

by Secretary, John Bremenkamp

The PPC meeting convened on October 16, 2006 at 7:00 p.m. in the rectory basement meeting room. It was called to order by the President with an opening prayer by Father Donton. Those in attendance were: Fr. Joseph Donton, John Grillot, Dr. Shawn Piers, John Bremenkamp, Vern Mall, Bill DeBoeuf, Dr. MattGorman, Misti Cave, Chris Armstrong, Scott Gonia, Loran Hoffmann, Morrie Franz. Jodi Bearce Mellow was excused. Those absent were, Mark Redden, Deacon James Maubach.

The September 19, 2006 minutes were approved as submitted. (Motion by Scott Gonia and seconded by Vern Mall.)

### **PASTOR'S REMARKS**

The chairperson of St. Patrick's Pro-Life Committee sent Fr. Donton a letter of resignation. A volunteer for the position was obtained during the Ministry Job Fair will be identified by Morrie Franz.

Father brought our attention to an article he received from a parishioner about the construction cost of the Church and rectory in 1966 of \$487,000. Prior to finishing the new Church, Mass was conducted in the school basement during the construction for thirteen years. During its construction, there were ideas of constructing a parking lot North of the Church.

The Auction will resume in 2008 with two co-chair persons.

### **PRESIDENTS REMARKS**

The President then welcomed everyone to the new Parish Council, ie. It's new collection of membership, and acknowledged the new positions that were created at the last meeting. Vern Mall was given a special recognition for his work on the Building and Grounds Commission and all its accomplishments in 2006. Also Morrie Franz was thanked for his meticulous work on the Finance Commission.

The President stated a new procedure for administering the Commission Reports and discussion items for the meeting's agenda Both are to be emailed to the Secretary by twelve-noon on the Sunday preceding the Tuesday Meeting. If reports are late, the Chairperson is to have fifteen copies for the members before the meeting. (Items for discussion will be "new business" on the agenda.) The President will provide each member with paper copies of the reports and any extra material applicable to the agenda. As the reports are received by the Secretary, they will be converted to a Microsoft Word 2003 document and sent out within twenty-four hours to the membership as an email attachment. Those members without email will receive a copy via postal mail.

### **FINANCIAL COMMISSION**

Chris Armstrong reported that the income statements were rolled up in a monthly revenue report showing us to be 4.3% over budget. This includes the ADA and Rooted in Faith rebates received for our parish. Revenue based upon only weekly envelope contributions equates to 5.5% short of budgeted revenue and its cash flow is negative. Non recurring expenses for capital equipment (bus, school, etc.) have contributed to expenses being greater than income. Chris gave us an up beat encouragement that revenue from envelopes increases at this time of the year that will help offset expenses from revenue.

Chris and Morrie will attend the "Development Day Committee" with the Bishop and Diocesan Officers on December 5, 2006. It will cover strategy, tactics, etc. for Financial Planning and Management of Catholic Parishes. One immediate application from its training would be the planning, financing and execution of building projects for our parish.

Chris will be sending upgraded financial information to the Parish Council Secretary before the next meeting that will be included in this meetings minutes as a financial addendum.

### **EDUCATION COMMISSION**

With the absence of Mark Redden, the Board of Education representative to the Parish Council, there was no report.

### **DICIPLESHIP COMMISSION**

A report is contained in Addendum #1 below. The Great Adventure Bible Series will be concluding just before Easter. RCIA will also be concluded on Easter. The Parish will then conduct a mission two weeks after Easter to start on the Saturday night Mass, April 21, and run through April 25, 2007.

The Ministry Job Fair resulted in 84 responses of which 236 boxes were checked. Monica Mueller, the chairperson for the Fair, is working with those participating parish committees to contact those interested in participating in serving our parish. Misty Cave added that Mr. Cave has volunteered to be responsible for managing the Ushers.

### **PARISH SUPPORT DRIVE COMMISSION**

A report is contained in Addendum #2 below. Morrie Franz expressed pleased success with the Ministry Job Fair and thanked all those who helped, especially Monica Mueller, the chairperson.

The President, Shawn Piers, added that the Health and Wellness Committee is collecting walkers, etc. A physical therapist volunteered to help. The Knights will help screen for blood vein clots and aorta status in addition to their monthly blood drive to occur this winter. No date is set.

The President expressed a desire to list the names of Parish Council members in one of the weekly Sunday bulletins.

## **LITURGY COMMISSION**

Misty Cave reported that the Christmas preparations are being discussed. Church decorations for Christmas follow the season of Advent. This involves the actual lighting of lights, installing trees, candles, etc. after Advent has concluded. Since Advent overlaps onto Christmas Day, Christmas preparations can be staged before Advent is over and be set up on Christmas Day, which allows Advent to be completely concluded.

Two musicians (guitar) were added to the music program as a result of the Ministry Job Fair. A volunteer made it be known that he would like to start a parish newsletter and will be contacted. The Usher ministry is being upgraded and is being managed.

Family members as a group can participate in the Sunday liturgy on the first Sundays of the month. Not every month a family is represented because conflicts and coordination is difficult and can be activated again.

## **PARISH MINISTRY COMMISSION**

No report for this meeting.

## **BUILDING AND GROUNDS COMMISSION**

The Report is contained as addendum # 3. The playground East of the School is nearing completion. A six foot fence will soon be erected with a single gate facing the School. 3,400 square feet of grass is needed.

A parking lot discussion ensued. Fr. Danton mentioned we should wait until our payment of Capital Campaign Pledges and ADA results are clear, then decide if this should be the next capital expense project. The Diocese could loan us money for this project. Morrie expressed that it will take a couple of years to execute a capital expense project and it should be started now for 2008. The president was concerned that our parish would be obligated to the Diocese for support of some of the Bishop's needs and interfere with any capital project. Fr. Danton mentioned that the needs for Notre Dame High School will require our financial support, but thought no other substantial obligation should arise from the Diocese. Dr. Matt Gorman expressed concern for the parking lot issue. His question was concerning a real plan for it beyond just talk about it in the future. Parish growth is a factor necessitating its serious need. Morrie insisted that a parish hall should be included in a parking lot project. There can be two phases, to include both. An estimate for a parking lot was at \$175,000. A parish hall would be between \$500,000 and \$1,000,000. School window replacement is also very important at an estimated cost of \$250,000. Morrie expressed confidence that the parish could fund a capital expense project of both the parish hall and a parking lot. Fr. Danton thought that is could be the time to look into this by doing a feasibility study for this project. Outside companies can be contacted to perform feasibility studies for us, and can be retained to raise funds. It was stated that a "case statement" was needed. Scott Gonia made a motion to "form a steering committee of three council members to look into the building of a parish hall and parking lot. Additional parish members (three or four) outside the parish council can added to the committee. A "course of action plan" would be the committee's objective." The motion was seconded by Morrie Franz. The motion passed. The committee was constructed and is composed of Dr. Matt Gorman, Chris Armstrong, Loran Hoffmann, and John Bremenkamp as secretary.

## **CONSTITUTION AND BYLAWS COMMISSION**

Some changes were made and the President volunteered to get them typed up into a Word Document for the chairperson, Scott Gonia. Dr. Matt Gorman also volunteered to help with the creation of the documents.

## **SPECIAL COMMITTEES**

No activity.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Dr. Piers mentioned again about placing the member's names into the Sunday Bulletin.

Morrie Franz added that in reference to the new special committee just formed, it would be well to reflect on responses he has experienced from Diocesan strategies relating to the Rooted in Faith campaign. Diocesan fund raising tactics differ from those of tithing and stewardship used at St. Patricks. The Diocese seeks out large donations, then moderate ones, and then smaller. Morrie suggested that the special committee just formed use our traditional tithing, discipleship, and stewardship but also proceed along the Diocesan lines of fund raising.

The meeting adjourned. Motion by Misti Cave and seconded by Morrie Franz.

The next meeting is January 16, 2007.

## **ADDENDUM #1 – DISCIPLE COMMISSION**

Discipleship Commission Report to the Parish Council – November 21, 2006

1. The Discipleship Commission has continued the article in the bulletin each Sunday, called "The Discipleship Journey", which has included a "road sign" to emphasize a main point each week. These points have been a way of educating the parishioners on the concepts of Discipleship leading up to Stewardship. The school has expanded on the concept of "road signs" each week by putting them up in the school gym. These are excellent visual evangelization tools, and a witness to many who come to events in the gym, even from outside the parish.

The following are reports from some of the committees of the Commission.

2. The Hospitality Team committee report was given by Deb Tranel. That committee served refreshments at the Ministry Job Fair, and they had a booth at the Fair as well. The Team worked with Monica Mueller to assemble a Brochure of Jobs that will be used for a Welcome Packet and for visitors or newcomers for the back of church, and was used for the Ministry Job Fair as well. Earla Tenuta is now leading the volunteers that take people to medical appointments who do not have another means. Earla is also leading the effort to visit new people in the parish.

3. The Great Adventure Bible Study Committee was formed in July to put on this 24 week course in the parish. The series started on Sept 10 and 11 in the church with a session on both Sunday and Monday nights each week. There were over 230 people registered, which was a fantastic response, however the attendance has decreased recently, especially on Sunday nights. There is a lot of reading most weeks, so many people have difficulty keeping up. We will take most of December off, and have the last 12 sessions in Jan, Feb, and Mar. Most people who attend are very happy with the course.

4. The Health and Wellness Committee effort was reported by Connie Wilcosky. We plan continue to do B/P screenings. The committee has discussed planning other potential health screenings and also coordinating efforts for a donation process for used equipment ie. walkers, wheelchairs, canes, commodes etc. Patty Hession is now fully "graduated" as a parish nurse, she will be able to dedicate more time after the first of the year to making visits to the homebound etc. The Health and Wellness committee has also taken on a meals ministry for families that are recovering from surgery/illness. We had an overwhelming interest at the job fair and plan to move forward organizing meals.

5. The Parish Mission Committee was formed in August. John and Peg Hafner volunteered to be the chair-couple. Several meetings were held. Three prospects were identified, and a ranking of the prospects was presented to Father Danton and Father Caster in September. We tabled those prospects and began looking at other possibilities that Father Caster was acquainted with. Father Caster contacted several, and Father Peter Girard has agreed to be our missionary. We are looking at a Mission two weeks after Easter of 2007. This will be after the Bible Study is completed, after the RCIA have completed their program, and a good time to concentrate on where we go from there. Where is God calling us to go in this Church called St Patrick's?

6. The Ministry Job Fair Committee was formed on September 6. Monica Mueller agreed to be the chair person. We planned a Job Fair in conjunction with the Time and Talent portion of the Annual Parish Support Drive, with the Fair being conducted on the weekend of Nov 4/5 and commitment sheets to be turning in the weekend of Nov 11/12 along with the Treasure commitment cards. The Fair was conducted as planned, and there was excellent participation, both from tables or booths from various organizations, and sign up sheets that were either available at particular tables, or sheets that were turned in the following Sunday. The Fair was a great success. Thank you to Monica and her team, and the Hospitality Team for their refreshments.

The preliminary results show that 84 yellow slips were turned in, and 236 boxes were checked (about 3 per person or family). All ministries had at least one check, the high was 49 (Special Projects, call me) and the next was 36 to bring Food for Funeral Dinners. What an excellent response!! We are working on getting the responses distributed to the particular committees so the new volunteers can be contacted (some signup sheets were available at the Job Fair, so some committees already have some names, which are not included in the numbers above). Also, there might be some people who signed up that are already doing that work.

Submitted by Morrie Franz, Chairperson, Sept 15, 2006

## **ADDENDUM #2 – PARISH SUPPORT COMMISSION**

Parish Support Drive Committee Report to Parish Council Nov 21, 2006

This Committee is a Special Committee of the Parish Pastoral Council that functions each year to put on the annual Parish Support Drive.

The Parish Support Drive was planned and conducted by the Committee this year with some significant support from the Discipleship Commission and its committees. Preliminary planning meetings started in early September. It was decided to have two weeks of the drive this year, the first week of Nov. 4 and 5 to devote to Time and Talent, and the second week of Nov. 11 and 12 to devote to Treasure.

The Discipleship Commission led the effort by emphasizing the connection between our Discipleship to Jesus, and our Stewardship which is the natural response to Discipleship. The program started with an article in the bulletin each week starting in early September, and it will continue until early December. The articles were titled "A Disciples Journey". Each week road signs pointed the way to the key issue or topic for the readings for that Sunday.

Father Donton began his homilies on Discipleship and Stewardship a week early, to set the stage for the following two weeks. His letter to all parishioners also addressed both the Time and Talent and the Treasure aspects. Many thanks to Father for excellent teaching.

The Ministry Job Fair Committee of the Discipleship Commission took leadership of the Job Fair under the direction of Monica Mueller. This was the first time we had a Job Fair like this. It was really very much of a success. See the Discipleship Commission report.

The Treasure weekend was led by Gene Tranel of the Parish Support Drive Committee. He talked at each of the Masses. There were 415 pledges for \$14,687.93 or 84% of the \$17,477 goal thru second Sunday, which is slightly ahead of the same time last year in terms of number of families giving, and the total amount pledged. However, the average per family has dropped about 4%.

Letters of thanks to parishioners has gone out, along with a reminder to those that have not yet turned in their responses.

Reported by Morrie Franz, Chairperson

### **ADDENDUM #3 – BUILDING AND GROUNDS**

The pre-K playground is complete for all practical purposes. All of the playground equipment has been installed and the white "board" fence and gates installed. The only thing remaining is to install the chalk board and tidy up a bit. Mrs. Folkenroth (Pre-K teacher) is happy with the facility as are the children.

The K thru 5 playground located at 101 Harvey St is progressing. All of the playground equipment has been installed, the interior side walk complete and the mulch installed and the backfilling of the interior side walk with dirt has been completed. Remaining to be done is the fence around the perimeter and the extension of the side walk along Harvey St. This is scheduled to be started the Friday after Thanksgiving.

LaHood Construction has donated all of the concrete for both playgrounds as well as the concrete for the side walk on the West side of the Nun's house. The Folkenroth's donated the use of their skid steer which was operated by Father Donton who became quite skilled in its operation. Thank you letters have been prepared and will be mailed to the LaHoods and Folkenroths.

The Parishioners of Saint Patrick and especially the children of Saint Patrick School, thank all of people who volunteered on these projects and to the PTC for providing lunch on the day the large playground equipment was assembled.

Loran Hoffman, Chairman  
Vern Mall

### **ADDENDUM #4 – FINANCIAL REPORT**

Finance Commission Report (Amended) to the Parish Council for November 21, 2006

Following historic submission methodology, the September parish weekly income was 9.7% below budget (4 weeks) and for October we were 1.5% below budget (5 weeks). The income for the first 3 weeks of November is at 2.8% above budget. Income for fiscal year to date is 5.5% or \$17,422 below budget. These are based on average weekly incomes for respective months and only include the weekly income from the envelopes to church and school. I departed from historic submissions and based my initial submission on monthly aggregate income vs budget and was as follows: *In September the parish weekly income was at 21.7% under budget excluding the Other Revenues (Savings Withdrawals). In October, the parish weekly income was at 27.1% over budget excluding Other Revenues (Savings Withdrawals). The income year to date is 4.3% over budget excluding Other Revenues (Savings Withdrawals).*

The Other Revenues were required to cover 1) non-recurring, non-budgeted expenditures with pigeonholed liquid assets specifically for the bus and playground and 2) cover operating expenses through the trough income months. Based on income seasonality, I expect the Nov, Dec, Jan months to help offset some of our current asset depletion. For the remaining fiscal year, the monthly-leveled income will chisel away at those non-recurring expenditures to hopefully completely eliminate our savings withdrawals.

The ADA and RIF campaign results continue to be well above the goal. I will include \$ and % amounts in next submission.

As I'm new to this position, I'm going to spend some more time with the cash flow and balance sheets along with historic before I begin voicing my opinion. Please expect a more thorough report for the next meeting.