

Saint Patrick Pastoral Parish Council Official Meeting Minutes

January 15, 2008

by Member, Misti Cave

The PPC meeting convened on January 15, 2008 at 7:00 p.m. in the rectory basement meeting room. It was called to order by the Vice President with an opening prayer by Father Donton. Those in attendance were: Fr. Joseph Donton, Fr. Mark Miller, Dr. Matt Gorman, Mark Redden, Misti Cave, Morrie Franz, Scott Paluska, Ken Gisleson and David Graham. Excused were Deacon James Maubauch, Maggie Clark, Bill DeBoeuf, Dr. Shawn Piers and John Bremenkamp. Absent were Scott Gonia and Loran Hoffman.

The following agenda was followed:

- I. Call to Order
 - A. Opening Prayer
 - B. Roll Call
- II. Review and approval of minutes, November 20, 2007
- III. Pastoral Remarks
- IV. Reports
 - A. President
 - 1. Plaque to honor Vern Mall's parish contributions
 - B. Commissions
 - 1. Finance Commission – David Graham
 - 2. Education Commission – Mark Redden
 - 3. Discipleship Commission – Morrie Franz
 - 4. Liturgy Commission – Misti Cave
 - 5. Building and Grounds Commission – Loran Hoffman
 - 6. Constitution and Bylaws Commission – Ken Gisleson
 - C. Standing Committees
 - D. Special Committees
- V. Old Business
- VI. New Business
- VII. Open Forum
- VIII. Executive Session
- IX. Closing Prayer
- X. Adjournment

The November 20, 2007 minutes were approved as distributed (motioned by Misti Cave and seconded by Mark Redden).

PASTOR'S REMARKS

The new phone system is working great; Father Miller and Father Donton are both very pleased with it. Everyone else's opinion was welcomed and Father would like to be made aware of any glitches that we run into. They continue to learn what the system is capable of and both the donor and phone company have been extremely supportive in their efforts.

Father had a handout for the Liturgy Commission re: World Marriage Day and also a handout for the Discipleship Commission re: potential bible study grant monies. He would like the Discipleship Commission to look into the requirements for the grant and apply; he'd be happy to provide an application letter if needed.

In exploring his thoughts on our potential parish hall, Father was approached with an opinion he'd not previously considered. Before we incur the debt/infrastructure expansion/increase in operating expenses, etc. that would accompany the building of a parish hall, perhaps we should consider the amount of time we plan on spending in the new building. We should then compare that to what it would cost to rent space for that time spent. In considering the rent vs. buy dilemma, perhaps the \$20-30K per year increase in operating expenses to run a parish hall would better be served as a budget line item to cover rental fees, etc. A comment was made that the

masses seem to be most concerned over adequate meeting space over a parish hall, making this an even more valid argument...something for the Parish Hall Committee to consider.

It has been an extremely busy week, one Father hopes to never have to repeat. It was not only a time when the parish was in need, but moreover a community in need. He thanked everyone for all of their support of him, mentioning he'd received many encouraging acts throughout the week.

Father has one item for Executive Session. Morrie asked if Father had given any further thought to when we should start a Parish Strategic Plan. He had not, but agrees that it would be worthwhile to perform; he does not have a timeline in mind. Morrie volunteered to present a preliminary plan, using the plan made by the school as a starting point along with the guidance of Father Tony Lee of Holy Family in Lincoln. Morrie was not certain how much Holy Family had paid for their strategic plan, but thought it was in the vicinity of \$15K.

PRESIDENTS REMARKS

Dr. Shawn Piers was absent, but did have one request to consider: that of a memorial of sorts to honor Vern Mall's contribution to our parish. The board agreed that Vern's contributions were many, but decided a memorial would best be served if given to the family privately from the board. This for two main reasons: the first being that there have been many that have made this parish what it is and secondly, Father wasn't sure that recognition was something that Vern would necessarily want. An idea that was discussed was to bronze the hat that Norma had given to Father. Father will ask Judy to look into that possibility. Another idea that was mentioned, since Vern was instrumental in the pew replacement project, was to attribute his name to that project in some fashion. Father mentioned that the Mall family name is currently affixed to the altar tables, but Vern did tell Father that whenever he felt that it was time to remove those, he could do so. If you have any other thoughts/ideas, contact Dr. Shawn Piers or Dr. Matt Gorman.

FINANCE COMMISSION

David Graham had nothing to report, but did ask what would be expected of him at future meetings. Dr. Gorman said that Dr. Piers will be contacting him with details, but in short an update from Chris Armstrong, the parish treasurer, or Judy, would suffice at each meeting. Morrie was able to give the board a quick update on where the parish is to date. November and December were both good months; we are currently about 4 1/2% above budget. We're approximately \$750-800 short (97% of goal) of the Parish Support Drive goal, sitting at 460 pledges, which is down from 471 at this time last year. The total pledge per family is up ~ 11%, but only about 44% of the parish has pledged, which is also down from last year (47%).

EDUCATION COMMISSION

Mark Redden presented his report as in addendum #1. He did add that a survey is being sent to those families currently using our transportation services, this to better gauge how important those services are to our school. Also, the next meeting for the Cost Based/Need Based Tuition Committee will be January 24, 2008. They will be analyzing data that Judy has collected re: history of parish giving and giving trends of our school families vs. the entire parish. He also mentioned that in light of the newly formed Diocesan Long-Range Planning Committee that just began in January 2008, the committee is leery to implement anything prematurely that would contradict the Diocesan's results. Dr. Weiss is a member of this Diocesan committee and plans to keep the Cost Based Committee fully informed. Chris Armstrong, the parish treasurer, has mentioned that what we do not want as a result of these tuition discussions is to develop a silo approach to funding our school; he believes that we would be best served by a parish-wide financial plan, which will also be part of the committee's considerations. Mark also mentioned the proclamation that was handed down to St. Patrick's by the Washington City Council last week. It was very well-done and kudos to Dr. Weiss for making that happen for us.

DISCIPLESHIP COMMISSION

Morrie Franz presented his report as in addendum #2. He said that one of his high priority things to do is to meet with the CYM group to discuss where they are and where they're going. They are participating in a respect life rally next week. He is also looking into forming a few new committees, whose responsibilities would include: improving sense of community within parish through family activity, recognition of parish volunteerism, outreach to inactive parishioners (Father noted that there are several elements that will need to be considered for a committee such as this) and communicating the Discipleship Commission and its goals for the parish. He will further develop these ideas and present them to Father to seek out his interests as well.

Father was concerned that the Discipleship Commission had too much on their plate. He asked Morrie's opinion on whether or not we needed to break that Commission out further and add another Commission, etc. Perhaps a break-out of the Discipleship Commission could be a Vocation Commission of sorts. Father is sending four families from our parish to a Diocesan Vocation Consortium to gather information and learn what other parishes are doing by ways of vocations. Morrie reminded the board that the Discipleship Commission was formed for two reasons: 1) discipleship and 2) stewardship. He does not believe, at this time, that the Commission is burdened. They're using subcommittees where they can and are continuously looking for ways to improve. They're doing good stuff! Father agreed whole-heartedly and mentioned that a note came in with weekly collections that thanked them for their transportation efforts; it stated that this person would not be able to exist without their help.

LITURGY COMMISSION

Misti Cave presented her report as in addendum #3. Father is okay with performing blessing of the throats at all masses the weekend of February 3, 2008. He will be asking the extraordinary ministers to help him with this. We will need enough candles for all. World Marriage Day was discussed and Father thinks we should keep it as it falls, on February 10, 2008. Readings for the 1st Sunday of Lent will preside (as should the décor), but we can have special petitions, a blessing of couples as we've had in years past, and he has asked the deacons to preach that Sunday, since they are all married men. He mentioned that he's had people ask if we will be continuing adoration on Fridays during Lent, which he is in favor of. However, we will have to coordinate with the priests and deacons so that whoever does stations at 7 p.m. returns at 10 p.m. to perform the benediction and reposition. Also, someone must be there at all times. We should probably put an announcement in the bulletin and might even "re-educate" parishioners on adoration. Father mentioned that perpetual adoration is an ultimate goal of his, but he does not believe that this parish is ready for that quite yet, which the board agreed with.

BUILDING AND GROUNDS COMMISSION

Loran Hoffman presented his report as in addendum #4. Father asked that we not attach the minor ambo until the sound system is installed. The sound system installers have asked for full access to the church from Sunday – Saturday to complete the installation. So until all wires have been run, etc. it would probably be wise not to affix the ambo.

CONSTITUTION AND BYLAWS COMMISSION

John Bremenkamp drafted changes to the Constitution and Bylaws and sent them to Ken Gisleson for review. The remainder of the board has not seen these revisions, so Dr. Matt Gorman will obtain the revised copy from John and distribute to the board in order for them to review and propose changes as they believe necessary. This will constitute a "first reading" and we will have our second reading as a board at the next meeting in March. Once the board has had a chance to make changes/corrections, etc. please send them to Ken Gisleson and he will coordinate with John prior to our next meeting. Once we approve any changes made as a board, the Bishop will also need to sign off on any changes made before the Constitution and Bylaws can be officially revised.

SPECIAL COMMITTEES

Morrie Franz presented goals and objectives for the Parish Support Committee for 2008 as reported in addendum #5.

Parish Hall update was given by Dr. Matt Gorman. In order to gain the most information from our survey, the committee plans to meet with St. Vincent de Paul's in order to learn from what they've done as far as phraseology/ranking, etc. is concerned. They are meeting with them either Tuesday, January 22, 2008 or Wednesday, January 23, 2008 at 7:30 p.m. Once Father Danton approves the survey, the plan is to mass mail it to parishioners. Dr. Gorman would like the budget committee to consider adding a strategic plan expense item into the upcoming year's budget, as having such a plan would greatly influence the decisions that will eventually come to be made by this committee.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Father Miller and Morrie attended a planning seminar that was hosted by the Diocese. The details of this seminar should be made available within the next couple of months and they will include formalized general guidelines re: capital projects.

OPEN FORUM

Father Miller expressed his opinion re: the parish hall discussion that perhaps our best course of action would be to build an addition to the rectory to fulfill our need for meeting space rather than taking on the full blown project of constructing a parish hall. Dr. Gorman reminded the board that the parish hall committee is still in the exploratory stage right now and all considerations are still on the table. The committee will ultimately look to the parish to form their recommendations. Morrie mentioned that the Bishop has asked that any parish considering a capital campaign of any kind inform him as soon as possible; he's encouraged all pastors to communicate this prospect as early as possible.

EXECUTIVE SESSION

The board excused Morrie Franz and addressed an item in Executive Session. Executive Session was closed.

A motion was made by Misti Cave and seconded by Mark Redden for our president, Dr. Shawn Piers, to contact any board member in violation of the Constitution and Bylaws to inform them that the board will be reviewing their continued membership with the Parish Pastoral Council.

Father Miller closed the meeting with a prayer. The meeting adjourned.

The next meeting is March 18, 2008 at 7:00 p.m.

Addendum #1

Commission on Education Report Mark Redden Chair

- 1.) School Improvements – Playground fence complete. LCD projectors/screens and badminton and floor hockey equipment added. Engaged in writing and social justice program improvements and “meet the teacher night”, alumni, high school English teachers, faculty and student surveys are being analyzed for additional improvement opportunities.
- 2.) Catholic schools week start with carnival on Saturday, January 26, 2008.
- 3.) Transportation Committee – District 50, and 51, officials indicated they would provide pickup and delivery of students but would not cross boundaries to do so. Assessment is on-going with no recommendations at this time.
- 4.) Cost Based/Needs Based Tuition – Committee met to study the implications of instituting the CB/NB model presented during a Diocesan wide Catholic education funding review and will investigate financial support history within the parish. Short-term goal includes providing tuition recommendation for 2008/2009 school year. Long term goals include supporting diocesan long range planning efforts and encouraging a parish-wide financial plan.
- 5.) All other committees (Parent Teacher Committee, Athletic, Shamrock, Auction, CCD, and Legislative Action are all active and vibrant.

Addendum #2

Discipleship Commission Goals and Objectives for 2008

The following are from the Parish Council Constitution and By-Laws:

A. Objectives: Provide opportunities for our parishioners to respond to God's call to become Disciples; provide a stewardship “outreach” to our parish and surrounding community with programs aimed at their growth and commitment to Jesus Christ through a caring ministry to their needs; encourage, support and coordinate the volunteer base in our parish to staff the outreach programs; become known as a parish that loves and cares for all members needs (active, returning, inactive).

B. Jurisdiction: Work closely with the Pastor in coordinating and maintaining certain parish ministry programs within the parish. Provide ways for parish members to know, love and serve Christ and each other by providing direction, support, staffing and coordination of Parish Renewal, Outreach, and Communication activities.

1. To foster Discipleship, focus on renewal, growth, and commitment opportunities such as parish missions, renewal days or weekends, and adult enrichment programs such as small faith-sharing groups, bible study, seniors, families, young married, divorced, singles, youth programs, returning and inactive Catholics, etc.

2. To foster Stewardship of time and talent, focus on the annual stewardship renewal and incorporate teaching, appreciation and recognition of time and talent, the Hospitality Committee, the Health and Wellness Committee for disabled, sick, shut-ins, grief support, etc, and such support committees as AA/Alanon, poor and needy, transportation, home repair, errands, etc, and socials committees.

3. Provide communications to inform parish members of the Discipleship and Stewardship opportunities thru bulletins and newsletters, and provide study material for encouragement and growth.

C. Accountability: Will be responsible for reporting to the Parish Pastoral Council all funds collected within the parish for the purpose for which it stands.

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The following are preliminary Goals and Objectives for 2008 for the Discipleship Commission and its Committees.

1. Goals and Objectives for the Chairperson of the Discipleship Commission:

- Work with Scott Paluska to assure communications with the Parish Pastoral Council.
- Be the main contact between the Commission and its Committees.
- Keep the lines of communication open.
- Make oral and written reports to the Council when appropriate, at least at each regular meeting.
- Formulate goals and objectives for the commissions' activities, short and long range.
- Assist the various Committees of the Commission by providing advice and coordination:
- Help formulate a budget and accountability process for the Commission and its' Committees.

2. Investigate the formation of additional committees to meet needs identified. Particularly investigate the formation of a Family Life Committee, some form of parish communications means for the Commission and its' committees, somehow engage those in the parish that are not currently active, and formalize or extend the recognition of ministry volunteers. See items 10 thru 13 below. Dissolve committees when their missions are accomplished or changed in significant ways.

3. Hospitality Committee –

- a. Continue the current outreach ministries we have already implemented (contacting new parishioners through home visits when possible; recognize new parishioners on the bulletin board; host coffee and donuts; Elizabeth Ministry, Marriage Ministry, and do receptions as requested by Father for RCIA or special occasions.)
- b. Continue to strive to make all members of the church community feel welcome and included in the parish community.

4. Great Adventure Bible Study Committee - finish out the last 11 weeks of the Adventures in Matthew series, and determine what follow-on series might be wanted or feasible, probably Adventures in Acts.

5. Health and Wellness Committee – Continue with current programs of B/P checks monthly, healthy breakfasts after 8:30 mass, peripheral vascular screenings at OSF St Clare, Care and Share project for gently used durable medical equipment, meal ministry ministers to families that have recently been stricken with illness, and grief baskets delivered to families that have experienced loss. Planning to have a speaker on End of Life Planning next spring. Patty our Parish nurse is making home visits to the sick and shut ins and others as requested.

6. Parish Mission Committee – Reform this committee late in the year. Begin the search for a Parish Mission topic and potential missionaries for 2009.

7. Ministry Job Fair – Develop a Job Fair for November during the Parish Support Drive.

8. CYM – Continue with the CYM Advisory Committee and Youth Board. Go thru an assessment of our CYM programs and organization versus the guidelines in the US Conference of Catholic Bishop's and the book Effective Practices for Dynamic Youth Ministry. Make changes in the

organization and the program for the 2008/2009 school year. Dissolve the old CYM Steering Committee when appropriate.

9. Respect Life – Continue the involvements of this newly reformed committee, and attempt to expand its membership.

10. Possibly a new committee – Study what can be done to improve the resources or activities that are available to families (the broad sense of the family, including married, single, divorced, with or without children, elderly, etc). Some people would like to have small groups to improve the sense of community within the parish.

11. Possibly a new committee – Investigate the need for recognizing the volunteers in the various ministries in the parish, not only for the Discipleship Commission areas but to encourage recognition for others responding to the call of stewardship of time, talent, and treasure. Integrate any new effort with the past routine efforts of the pastor, the school, and CCD.

12. Possibly a new committee - Study what can be done to engage those members of the parish who do not participate in the parish by coming to church or support the parish in any significant way. Begin by quantifying the numbers, then by talking with other parishes to see what they do and how they do it.

13. Possibly a new committee – Study what can be done to better communicate the Discipleship Commission and its activities, goals, needs, etc.

Put together by the Discipleship Commission and its' various Committees. January 2008
Morrie Franz, Chairperson

Addendum #3

Liturgy Commission Report – January 15, 2008

Liturgy planning meetings have resumed after an extended summer vacation! ☺ Father Miller has joined the Commission, which we are thrilled about! The following dates are the meetings that have been scheduled for the next few months; each to be held in the church office: Monday, January 21; Monday, Feb 18; and Monday, April, 21 at 7 p.m. As always, all are welcome!

Monica Mueller had previously expressed a desire to relinquish her responsibilities as Liturgy Commission chairperson, but she has sold her business to free up her time a bit. She plans to remain in that position for the time being.

Church decorating for Christmas went very well I believe. We had about twenty people there to help and all was accomplished in a few hours. I was not able to attend tear-down, but hope that it went quickly.

February 3, 2008 is the Feast Day for St. Blasé. Can we also perform blessing of the throats? This was also the Sunday that we had discussed celebrating World Marriage Day, since World Marriage Day falls on February 10 this year, which is the first Sunday of Lent. This seems like a lot to fit into one weekend? How would Father Donton like to approach these masses (2/03/08)? And if we choose to perform blessing of the throats, would you like to do one or all masses?

Looking to Easter...Ash Wednesday is on February 6, 2008. There are only three Sundays of ordinary time between Epiphany (1/13/08) and the First Sunday of Lent (2/10/08). Monica would like to sing "The Summons" each of these Sundays to allow people time to learn it for the Lenten season. Does Father have any objection to that?

The Lenten season is upon us! I can't believe it!

Thanks so much-
Misti Cave

Addendum #4

Since our last meeting the fence and gates around the school playground/parking lot have been completed. The carpeted platform for placing the new minor ambo on the east side at the front of the church is finished and ready to be installed. It is currently in my basement and will require a couple people to move into the church when Father Donton is ready for it.

Submitted by Loran Hoffman, B&G Commission Chair on 1/14/08

Addendum #5

Goals and Objectives for Parish Support Committee for 2008:

In general, the Parish Support Committee has been involved in mostly the Sunday church and school contributions and support.

1. Continue to develop the Time, Talent, and Treasure integration:
 - a. Conduct the Parish Support Drive in the Fall as needed.
 - b. Have a Job Fair this year. Have some sort of Time and Talent commitment along with the treasure commitment cards.
2. Participate with the School Board in considering improvements in the funding of the school and the integration and impact on the rest of the parish.
3. Consider an estate planning program to both assist retirees and bring out wills and bequest options.
4. Consider options to reach parishioners who are not otherwise engaged in the parish. They may not be active, but still may consider giving to the parish for general charitable reasons. Combined with Discipleship Commission?
5. Consider what needs to be done to follow up on the Newcomers packets to gain commitment and support.

Submitted by Morrie Franz, chairperson Jan 13, 2008