

**St. Maximilian Kolbe Pastoral Council
Meeting Minutes
September 4, 2018, 7:10 – 9:08 PM**

Attendance:

- Jerry Pater - Presider
 - Brett Boutwell
 - Tom Collins
 - **Julie Duffy**
 - Rich Inman
 - Cathy Marksteiner
 - Chris Palac
 - Ellen Paxton
 - Betty Ann Quinn
 - Kevin Walsh
 - Tim Wurth
 - Chris Zevallos
- **Absent:** Noted above in bold

Notable Others:

- Fr. Jim Riehle – Pastor
- Larry Witsken – Parish Staff
- John Monroe – Finance Council
- Lori Walters - Parish Life & Stewardship Commission
- Maureen Savage – Outreach Commission
- Amy Wissel – Worship & Sacraments Commission
- Gil Castillo – Evangelization & Catechesis Commission
- Lisa Kaine – Recording Secretary

Opening Items:

- Formation: “Becoming A Parish of Intentional Disciples”.

Lightning Round:

- Praying for Parish Life and Stewardship Commission this month.
- PC meeting minutes: Meeting held 8/20/18 with Jerry Pater, Tim Wurth, Cathy Marksteiner and Lisa Kaine discussing content of Pastoral Council meeting minutes.
 - Minutes will include Agenda, any pre-meeting documents, start and end times for the pastoral council meetings, all sides of discussion will be summarized, primary basis for consensus, consensus points, action items and timelines for completion. Minutes will not include names associated with discussion points, abbreviations/acronyms, and numbers associated with consensus votes.
 - TO-DO: Jerry to reach out and find a back-up and 2019-20 secretary.
- Common By-Laws: Asking commissions to report where they stand on By-Law changes. Father Jim said staff is working on the final document and prefers that commissions report to staff instead of Pastoral Council.
- Commission meeting dates for Jerry Pater/Tim Wurth to attend commission meetings to explain MAP (Ministry Annual Planning).
 - Evangelization & Catechesis Commission scheduled for Sept. 11, Parish Life and Stewardship Sept. 19, Outreach Commission scheduled for January.

- Campus Steering Committee –Father Riehle has met with a lot of people finding out where we have been, where we are now, and how to move forward. There were some miscommunications with the Archdiocese as to when we could break ground.
- Day of Reflection- Aug. 25. Great feedback received about the topic of leadership as well as meaningful table discussions.

Council/ Commission Updates

• Finance Council

- As of July 31, 2018, total income was \$30,561 (13%) under budget primarily due to Sunday Collections which were \$23,438 (12.2%) under budget. Total expenses were under budget \$26,864 (16.1%) primarily due to salaries and fringe benefits which were \$17,150 (6.9%) under budget. Net income was \$3,697 (5.1%) under budget.
- Sunday collections as of Aug. 31, 2018 are under budget by \$39,226 (11.1%). Not sure why this is happening.
- Discernment process: By-Laws state “special attention and consideration should be given to including at least one CPA (current or retired) in the membership of Finance Council at all times. Working with Ruth Trentman to get a list of parishioners for nomination of a CPA for discernment consideration.
- Chair will be meeting with Stephanie Houlding during September to finalize the review of Common By-Laws.
- Finance Council areas of focus for fiscal year 2019
 - Monitor and report ongoing results of Together We Grow campaign.
 - In conjunction with Ruth Trentman, develop a Monthly Executive Summary of key components of financial and statistical results.
 - Funding of Contingency Fund (\$85,000) by June 30, 2019.

• Worship and Sacraments Commission

- Handed out Worship and Sacraments Commission status on review of Common By-Laws. (These now go to staff instead of Pastoral Council).
- With recent changes in leadership within the commission, the Worship & Sacraments Commission has uncovered some miscommunications/misunderstandings that they are addressing. Specifically, the open items on the gathering space feedback spreadsheet is a concern. All items have been shared with our new Pastoral Associate, Mary Ella Weilgos.
- The proposal for hanging the Divine Mercy image in the Blessed Sacrament chapel is nearing final approval. Once approved, steps will need to be taken as to where to hang it, if it will be hung and obtaining the image itself. Careful consideration is still necessary as we move forward with this.
- New hosts proposal discussed and agreed. Implementation date yet to be determined. More specifically, as an entire parish, we will be moving to white, thinner hosts. This will allow for more hosts to be put on each plate and will alleviate the need for the recipient to chew the Eucharist. A change already implemented regarding hosts, are the hosts that are distributed to the sick and homebound are now smaller, thinner and white in appearance. The eucharistic ministers who distribute to the sick are very happy with this change, since they can now fit more hosts in a pyx and they are more easily received by those who have trouble chewing and swallowing.
- When an item on the gathering space feedback spreadsheet is passed on to a ministry or pastoral associate, is it considered “closed” or does it need to come back to worship

commission to provide closure to pastoral council? **It will be the pastoral council member who took the original comment that responds back to the parishioner.**

• **Outreach Commission**

- Had a Lay Leadership Day of Reflection, Aug. 25, 2018
- Faith Alliance update:
 - 13 local churches uniting to fight poverty provide summer lunches and Monday night dinners. The Backpack Fundraiser was very successful. Sing Out Against Poverty will be September 29, 2018.
- Jennifer Klenke was elected Outreach Allocation chair. There are 3 current applications for allocations with due date 10/5/18, with funds to be distributed by the end of the year.
- Passed proposal to add 30 minutes to regular meeting times to meet with ministry leaders.
- Passed proposal for feeding homeless bag lunches in Over the Rhine.
- Changes to governance model: add Lunch for Homeless; delete Funeral Ministry; changes to bereavement.

• **Parish Life & Stewardship Commission**

- Working to develop a new list of ideas/projects to consider for the coming year (and potentially ongoing - like the Steak Fry). Open to ideas. Also interested in thoughts on how we can help get Fr. Jim integrated into the Parish Life through events outside of Mass.
- Parish Life & Stewardship Commission member and their family to join the Welcome dinner/tour in the future in an effort to help have an existing parish family be present and to share their story of how they joined St. Max and became part of the Parish Life ministries.
- Commission to have PC rep at our Sept meeting for an overview of the MAP document and instructions.
- The Welcome Tri-fold has an updated note from Fr. Jim, THANK YOU! Sarah is working on selecting photos from recent events around St. Max to replace those that previously had Fr. Geoff included. Other minor grammatical errors are being updated also.
- Fellowship weekends (also known as donut weekends) are covered by ministries up through October. We have two additional ministries we are in conversation with for Nov and Dec. January is covered, so we are in a good place as of now, but definitely can have additional recommendations of ministries to volunteer (especially if Nov/Dec do not pan out). We have simple instructions and willing to set-up the sign-up genius. Please let Scott Teets or Michael Brunner know of any ministries/contacts to follow-up with.

• **Evangelization & Catechesis Commission**

- Patti Graziani discerned and is the 2018-2019 chair.
- At commission meeting, Chair and vice chair presented an overview of positions to all new members of the Evangelization & Catechesis Commission and discussed roles and responsibilities. Roles were filled among new and current members.
- Commission reading and discussing "Apostolic Exhortation of Paul VI On Evangelization in the Modern World Evangelii Nuntiandi".
- Each member will have a ministry leader to contact each month to share Pastor's Report, share information from other ministries, and any happenings at St. Max to share with their members.
- Evangelization & Catechesis Commission mixer for ministry leaders will be on Sept. 30.
- Commission discussed goal for Evangelization through hospitality by offering ideas, support, and plans for potentially six events throughout the year.

Parish Council Committee Updates

- MAP – Ministry Annual Planning. See lightening round.
- Campus Safety
 - History: initiated by PC 2015-2017 members MaryAnn Ridenour and Yvette Schnegg. The primary focus was Active Shooter response and preparation. Resources included Larry Witsken, Facilities Manager, as well as Butler County Emergency Management Agency, Houston Facilities Manager Meeting in Houston, and flip charts used by large organizations or facilities.
 - The goal and purpose of a Campus Safety Plan: identify situations that place the people at risk; develop plans, procedures and protocols to manage those situations; standardize actions for everyone and place them in a flip chart; educate/teach/train all personnel who will be in a position, or need to act, role. This would include staff, RFY teachers, designated individuals at Mass, etc.
 - Meeting with Larry focused on the fact that we are St. Maximilian Kolbe Church and the goal is to balance the church's welcoming and ensure safety and security.
 - Challenges of the plan include internal and external communication, volunteer personnel and variable schedules.
 - Bring on board 2 parishioners who can contribute to this project: Paul Hartinger (retired Blue Ash Police Chief) and Michael Bolek (firefighter/EMT for Clearcreek Fire Department).
- PC Listening- 3 repeating concerns: want to revisit tabernacle location; sound system; running out of hosts.
 - Dates for the listening sessions have been sent out to Pastoral Council members.
- Leadership Discernment
 - TO-DO: Need a first year PC member to volunteer. There is a 3 month timeframe of a lot of involvement.
 - Prior to last year, an outside company handled this; last year, Sarah Merkel and staff did a lot so it was all done in house.
 - Still room for improvement in the process.

Pastor's Report

- A lot of staff changes: Mary Ella Weilgos is now Pastoral Associate for Worship and Sacraments; Joan Stolz and Caroline Klines – evangelization ?; Bill ? maintenance; Katie Keenan – Administrative Assistant for Worship and Sacraments.
- Looking at resumes for Pastoral Associate for Evangelization and Catechesis.
- Picnic will be Sept. 9.
- Feast of Exultation of the Cross will be Friday Sept. 14. It will be a special day of prayer and reparations. Mass at 7 PM followed by Holy Hours from 7:30 – 8:30 PM.