

St. Maximilian Kolbe Pastoral Council

Meeting Minutes

Wednesday, April 3, 2019

7:00 – 9:00pm

Youth Room

Attendance:

Jerry Pater – Chair

Brett Boutwell

Tom Collins

Julie Duffy

Cathy Marksteiner

Chris Palac

Ellen Paxton-Acting

Recording Secretary

Kevin Walsh

Tim Wurth – Vice Chair

Chris Zevallos

Absent: Rich Inman, Betty Ann Quinn

Notable Others:

Fr. Jim Riehle – Pastor

Kathleen Garrison – Outreach Commission

Lori Walters – Parish Life and Stewardship Commission

Amy Wissel – Worship and Sacraments Commission

John Monroe – Finance Council

Lakme Kodros – Parish Staff Representative

Gil Castillo – Evangelization and Catechesis Commission

Absent: Dena Moulton – Recording Secretary

Opening Prayer / Mission Statement (PC is praying for Worship & Sacraments Commission in April)

Formation – Chapter 7 - Becoming a Parish of Intentional Disciples (Jerry Pater for Rich Inman)

Lightning Round

- Meeting next month is May 1 (youth room)
- Find some dates for June get together Saturday, June 8 or Saturday, June 15 or Sunday June 9, at Jerry's house. Festival is June 7-9. June 16 is Father's Day.
- Book for next year's Pastoral Council. Father Jim will think about which book. Will talk about it for the next meeting.

Committee Updates

- **Ministry Annual Planning (MAP)** – (Tom Collins/Jerry Pater)
 - Jerry just sent out email to the steering committee about this, to have a follow up meeting with Fr. Jim.
 - Jerry sent the PC MAP to Tim and Ellen to talk about the document, and will meet with Fr. Jim to discuss before bringing to the whole PC.
 - Goal: Jerry and Tom to accumulate all documents and present to the Ministry Annual Planning subcommittee.
- **Campus Safety Subcommittee** – (Cathy Marksteiner)
 - The Safety Subcommittee had a meeting in March, good meeting. The set expectations and determine where to go with the process. Matrix developed. Incident report is required for each 911 call, so a form is being created to provide the details (ushers will record this information). A lack of doing this could become a lawsuit against the church.

- On Sunday at the 8 AM mass there was a health emergency, and it was impressive that the altar didn't notice the emergency lights until afterwards. It was handled really well.
 - If you see something, come and get an usher, say something, to make sure to have that covered (Brett Boutwell offered to help. Thanks Brett!)
 - Safety procedures guidelines will be worked on, so that everyone knows what to do in the event of an emergency.
 - Active shooter training. One committee member is looking into a free training.
 - Town Hall meeting for the parish at large (set in September's meeting) so that people know what to do. Get out to commission leaders to be pushed out to others.
 - Cathy mentioned the floor plan with the door/window exits, and their numbers, as something that is shared with Emergency personnel. She gave examples of scenarios. Fr. Jim asked why the windows should be numbered, as parishioners wouldn't consider those as exits. Cathy explained why those are important. Only one knox box might be a good idea to add another one. A knox box is a metal box affixed to the building and the only people can access it is fire department.
 - They are also looking at the security aspect of the church. More to come.
- **PC Listening Sessions** – (Julie Duffy)
No updates since last meeting. Next session is April 27/28.
 - **Leadership Discernment** – (Brett Boutwell, Chris Zevallos)
 - Everyone has supplied a representative to participate on the discernment team. Sarah Merkel set things up before she left. Nominations were all web based, two were written in. Fr. Jim has a few others to give to Chris. The list was reviewed with the whole team.
 - A pretty good list of nominees based on the need.
 - Each Council/Commission to look at the nominees, to find someone who knew the nominee to help make a personal connection. Will let people know with an email that they were nominated. Will follow up with phone calls.
 - Next step is email contact and congratulate on their nomination.
 - Only change from last year was E&C, Glenn will engage nominees and will be done by pastoral staff.
 - May 6 (gym) and May 15 (large conference room) for discernment fairs. Both will be 7:00 to 8:30PM (set up at 6:30 PM).
 - All will lead up to Pentecost when Fr. Jim will pull their name from the hat. There is a contingency if there are not enough
 - Timeline for this process starts at end of month; first, pamphlets are mailed to parishioners (March 9/10 weekend); then discernment process
TO DO: Looking for volunteers to staff the PC table at the discernment fairs.
 - **Snack Break:** Cathy Marksteiner (Next Month: Betty Ann Quinn for Ellen Paxton)

- **Twining:** - (Chris Palac)
 - Meeting last week, Mike Gable, director of the Archdiocese mission office, do's and don'ts of Twining. He validated the path that we are on, that we should slow down, and take it easy. Don't be just a charity, but a relationship with the other parish.
 - No regular updates for the rest of the year. June might be the time or a meet and greet to St. Patrick Church in Uganda.
 - Father Jim suggested a periodic update in the bulletin of the relationship. This will help people get interested and engaged with Twining, to ensure continuity.
 - Some discussion took place about the difference between Twining in Uganda and the Hearts for Uganda.

Council/Commission Updates

PLEASE NOTE: A copy of the full minutes for the following council/commissions can be found on the St. Max website: <http://www.saint-max.org/>

Under the parish tab, click on the individual links to the specific councils and commissions

At the bottom of each council or commission page will be the minutes for that particular council or commission

- **Finance Council** – (John Monroe)
Financial Report Fiscal Year-To-Date as of March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) \$ Variance</u>	<u>Favorable (Unfavorable) % Variance</u>
Total Income Excluding Together We Grow (TWG)	<u>\$1,788,996</u>	<u>\$1,893,913</u>	<u>(\$104,917)</u>	(5.5)
Total Expenses:				
General & Administrative	1,155,802	1,244,014	88,212	7.1
Ministry & Liturgy	59,213	86,218	27,005	31.3
Religious Formation	63,316	68,555	5,239	7.6
Outreach	9,297	13,188	3,891	29.5
Facilities	331,653	303,891	(27,762)	(9.1)
Fundraising	47,103	40,369	(6,734)	(16.7)
Capital	<u>40,985</u>	<u>42,735</u>	<u>1,750</u>	4.1
Total	<u>1,707,369</u>	<u>1,798,970</u>	<u>91,601</u>	5.1
Net Income Excluding TWG	\$ 81,627	94,943	(13,316)	(14.0)

Note: Sunday Collections of \$1,477,320 are under budget by \$102,680.

Finance Council Areas of Focus and Reporting for FY 2019

- Monitor and report ongoing results of Together We Grow campaign.
 - \$397,044 was collected during the period July 1, 2018 through December of 2018. The funds were received from the Archdiocese of Cincinnati during February 2019 and are in a savings account.
 - \$112,744 was collected by the Archdiocese during January and February 2019.
 - Pledges now total \$3,514,798 of which \$2,101,560 (59.8%) has been collected as of 2-28-19.
- A Monthly Executive Summary of key components of financial and statistical results was implemented at the October Finance Council meeting. It may be revised during April 2019.
- Funding of Contingency Fund (\$85,000) by June 30, 2019.
 - No funding has occurred as of 3-31-19.
- Funding for church roof replacement.

- Roof was inspected in September by a roofing contractor and determined to have an estimated life expectancy of approximately three years.
 - Estimated cost to replace the roof is \$815,000 using three dimensional asphalt shingles or \$915,000 using stamping seam metal.
 - As of 3-31-19 \$32,562 has been collected for the roof replacement.
- A used truck was purchased for a total vehicle cost of \$14,193. The cost of the flight to St. Louis, fuel and meals on the drive back to West Chester was \$841. The cost to inspect the truck was \$759. The cost of the snow plow blade, salt spreader, and electrical system to operate them was \$15,158. The total cost of this “project” is \$30,951. The old truck was sold for \$2,000, resulting in a net cost of \$28,951.
 - Total snow removal and salting cost for provision of services by an outside vendor was \$30,585 for the period 1-20-19 through 3-31-19.

Collection in March was \$52K, which was attributed to people making their annual gift all at once.

A question on how much salt was used this winter, which was four times.

- **Worship & Sacraments Commission** – (Amy Wissel)
 - Summary of 3/26/19 WSC meeting For PC meeting dtd 4/3/19
 - Opening Prayer
 - We discussed our personal Lent journeys so far this year
 - Guest-Julie Springmeyer (Arts and Environment)
 - She has learned a lot this year from Mary Ella
 - Biggest challenge is lack of volunteers: more help makes less work/time commitment
 - Discussed Sign-up Genius
 - It would be best to establish a team instead of one-time volunteers begin recruited each time there is a change of season.
 - Also seeking new florist
 - Formation: Imbued with the Spirit of the Liturgy: Insight 7 and various sections of The Liturgy Documents Vol One regarding Triduum
 - Discussed open 19/20 WSC positions: Vice Chair and WSC PC Rep
 - Reviewed 9 MAPs
 - Mary Ella’s report (PA for WSC)
 - Discussed recent and upcoming liturgical and sacramental celebrations
 - Tabernacle updates: table is being built by parishioners, cloth has been purchased and received and the new tabernacle is being polished. Fr. Riehle is writing about it in each of his Sunday bulletins throughout Lent. She is communicating with liturgical ministry coordinators regarding new policies, as they are determined.
 - Music ministry is seeking more adult instrumentalists
 - Discussed all items that have her weekly attention
 - Updated on status of Discernment Process 2019
 - Closing Prayer
 - The Tabernacle will be placed by the Easter Vigil, will be open. The tabernacle in the chapel will be for hospital/homebound hosts only.
 - Jerry encouraged PC to sign up to be greeters for Palm Sunday and Easter.

- **Outreach Commission** – (Kathleen Garrison)

- Faith Alliance:

- No activity or meeting with the Faith Alliance since last OC meeting.

- Recap of Outreach Ministry Leaders Meeting:

- Ministry leaders broke into groups with the similar goals, which was productive.

- Common goal for all ministries was getting more parishioners involved in participating in the outreach ministries. We discussed ideas regarding social media, websites, bulletins and using SignUp Genius for soliciting volunteers for events or donations. We will be promoting the document, Outreach Ministries by the Numbers, to show the success of the ministries and our appreciation for the generous time, talent and treasures given to the parish.

- Budget: Lakme sent out emails showing each ministry’s current budget, expenses, and balance, requesting a budget for next year. Each ministry will respond back to her. She will then have a recap of all ministries budgets for the OC at our next meeting.

- Outreach Allocation Committee: Charitable non-profit agencies requested over \$100,000 for their ministries. We had \$5000 to be allocated. The OAC discerned to recommend:

- Big Brothers, Big Sisters of Butler County - \$1000
 - Mission of Mary Cooperative - \$1080
 - Notre Dame Tabernacle Society - \$2,920

- The Outreach Commission voted to approve these allocations.

- Serving at Serve City: Outreach Commission members are planning to volunteer to prepare and serve a meal. We will discuss and pick a month at our next meeting.

- Next OC meeting is April 24th 7-9pm

- Post meeting note regarding Just Try It Outreach Ministry Fair:

- The adult participation and number of toiletry bags made:

- 4:30 45 adults (139) bags
 - 8:00 35 adults (43) bags
 - 10:00 190 adults (131) bags
 - 12:00 36 adults (86) bags
 - Total adults 306
 - Total bags 399

- Donations and participation was down from last year. But it was a positive and fruitful event!

- Julie mentioned that having donuts at the tables was a great strategy, to get more people to talk to the ministries. One family mentioned that they “tried it” but weren’t sure what it was. Cathy asked about what the budget was for Outreach. Lakme explained the process for charitable donations and how the decisions are made. Jerry asked about the Catholic Ministries Appeal funds that we get back, and Lakme said that the decision was made to not use those funds for Outreach grants.

- **Parish Life & Stewardship Commission** – (Lori Walters)

- Still working with Rich on the potential of a new ministry, MasterMind. We have asked him to fill out a draft MAP document to help us get a better understanding of what the ministry fulfills for the needs of St. Max and its goals for the next year or so. Rich is coming to our April meeting.
 - We continue to look into a potential golf outing fund raiser.
 - We plan to reapply what Outreach did on their 1-pager recapping the impact of the Parish over 2018.

- We are looking into doing 6-month updates, so our first one would be in July/Aug.
 - Fr. Jim to give commission date for Trivia Night.
- **Evangelization & Catechesis Commission – (Gil Castillo)**
 - Glenn led the Opening Prayer and Parish and Commission Statements
 - Eric led the reflection on Chapter V of “On Evangelization in the Modern World” pages 29-38
 - Staff and E&CC members introduced themselves
 - E&CC members are meeting with staff members twice a month in a casual 1-on-1 session. The mentored E&CC members will hopefully become 1-on-1 mentors themselves to the expected new commission members after Pentecost
 - The staff members listed the ways in which the E&C commission can help their respective ministries:
 - RFY: A greater emphasis on personal relationships is needed between the ministry members and between the catechists and their students in order to create retention after Confirmation
 - E&CC members are asked to potentially meet with the catechists 1-on-1 in the future
 - New Evangelization: Meeting and including new parishioners to St. Max is a top priority
 - We want to foster inclusion in parish life and weekly Mass attendance
 - E&CC members may be asked to reach out to new parishioners and meet with them in person
 - There is an evangelization prayer team that could always use more people to join
 - Youth Ministries: Mentors are needed to build relationships with the teens
 - Member are asked to promote and invite adults to serve on the core team
 - Adults as speakers are needed to present in front of the teens with witnesses of modern discipleship
 - Marriage Enrichment: Needs new leadership
 - A Holy Family ministry as a new ministry?
 - Large Events: Need new leaders
 - This year’s TGIF event is still being considered
 - Needed Ministries:
 - Young Adults ministry
 - There is a difficulty in catering to the many different definitions of “young adult”. Are we including young parents? Parents of young children? Singles?
 - Pre-Evangelization Ministry (Alpha)
 - Requires more deliberation and leaders
 - Glenn brought up the importance of supporting prayers for ministry leaders and their work
 - One person could act as a prayer coordinator to establish intentions and prayer times
 - This person would oversee a team of people that focus specifically on praying for the intentions related to ministries and evangelization in general
 - Evangelical Bootcamp: An in-depth training session led by Evangelical Catholic in the form of a 3-day retreat will take place on the Notre Dame campus in Indiana on July 22-25 this year
 - Next meeting will be May 8th, 2019 in the Youth Room at 7pm
 - What is the purpose of E&C has been the main topic of discussion. How can the Commission support the work of the staff, can they help create personal relationships with the RFY students (why are they there and get more out of it)
 - Glenn is leading the discernment process for this commission

Pastor’s Report – (Fr. Jim)

- Together We Grow
 - In touch with the architects, looking at developing the final design based on the budget that we have. Architects are concerned that the budget is not large enough for what we want to do, even the shell of the building.

- Sent out letters to new parishioners (since Sept 2016-June 2018), so not part of the initial campaign. One response, one pledge. About 200 letters were sent.
 - Sign was damaged by the wind, so it will be replaced. Please pray for the success of the campaign and the possibility of going back to original donors for another gift.
 - There will be an update in the bulletin for the campaign.
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- Questions about tabernacle, PC please strive to be witnesses, genuflection, being prayerful in church vs. socialization in church.
 - Announced the seminarian intern
 - Fr. Simon Peter is having a great visit to Uganda
 - Keep praying for Sarah, who hasn't had her baby yet.

Closing Prayer