

St. Maximilian Kolbe Pastoral Council

Meeting Minutes

Wednesday, January 2, 2019

7:00 – 9:00pm

Attendance:

Jerry Pater – Chair
Brett Boutwell
Tom Collins

Julie Duffy
Cathy Marksteiner
Chris Palac

Kevin Walsh
Tim Wurth – Vice Chair
Chris Zevallos

Absent: Rich Inman, Betty Ann Quinn, Ellen Paxton

Notable Others:

Fr. Jim Riehle – Pastor
Dan Suer – Special Guest, Chair of the St. Max Twinning Ministry
Gil Castillo – Evangelization and Catechesis Commission
Kathleen Garrison – Outreach Commission
Lori Walters – Parish Life and Stewardship Commission
Amy Wissel – Worship and Sacraments Commission
John Monroe – Finance Council
Mary Ella Wielgos – Parish Staff Representative
Dena Moulton – Recording Secretary

Opening Prayer (PC is praying for Evangelization & Catechesis Commission in January)

Mission Statement

Formation – Chapter 4 - Becoming a Parish of Intentional Disciples (Chris Zevallos)

St. Max Twinning Ministry – Dan Suer, Chair

New Outreach Ministry

- St. Patrick's Madera Soroti, Uganda (Father Simon Peter's parish)
- Purpose of Ministry –

Our goal is to help these relationships move to an ever more mutual and life-giving experience for both parishes/partners. In so doing, we hope the eyes of our parishioners are opened even more fully to the world-wide universality of our Catholic Church so that we become a fully missionary parish, reaching beyond our boundaries, partnering with other Catholics in our world.

The purpose of our relationship is for the mutual benefit and support of both communities. Each community will continue to learn from each other, pray for each other, share resources and strengthen and move us One Step Closer to Jesus Christ
- Who will this ministry serve and how was the need for it determined –

This ministry is a mutual agreement/covenant between St. Max and St. Patrick's Madera Parish communities to serve all their parishioners and begin working toward a prayerfully consistent approach to developing a relationship of love, support and charity. The suggestion for St. Max to become involved was made by Father Simon Peter in order that his parishioners have the basic needs of life every day for water, food, shelter, education and health care. This led to assistance from the Archdiocese mission office and the possibility of a twinning relationship.
- Group of eleven on Twinning Core Leadership Ministry team currently; 60-100 people with a deep desire to help

- February 2 and 3; This is the weekend set aside to introduce this ministry at all Masses
There will be a witness, prayer cards distributed and posters with pictures from St. Patrick's Madera displayed in the welcome area; a registration table will be available for those who would like to help build this ministry and receive more information
- Parish involvement and prayer will take priority over monetary contributions
- Specific projects will be determined within the twinning ministry; Specific detailed questions should be addressed in a twinning meeting
- Outreach commission has supported the ministry application.

The Mission Office downtown strongly suggests any twinning have approval of the entire parish, specifically pastoral council

PC reached a Consensus that this ministry should be created under the Outreach Commission based on Outreach Commission's recommendation

Lightning Round

- **Discernment – PC Vice Chair for 2019-20**
Tim Wurth will take over next year as Chair of Pastoral Council
TO DO: A first year person needs to discern for vice chair next year; timeframe, by February meeting
- **MAP Form for Pastoral Council**
Pastoral Council does not need to complete a map form
- **PC meeting structure and timing – ideas for next year**
TO DO: Meetings are two hours; give any ideas on streamlining meeting to Jerry
Formation currently takes 20-30 minutes, but it is beneficial to the participants
- **Minutes for the commission meetings on the St. Max Website**
TO DO: Commissions, please get minutes posted to the website in a timely fashion

Committee Updates

- **Ministry Annual Planning (MAP) – (Tom Collins/Jerry Pater)**
 - **TO DO** Reform subcommittee to be sure expectations are being met
Goals: By next PC meeting in February – complete collection of MAP documents from ministries and commissions.
The commissions should perform an initial review of the MAP documents prior to submitting them to PC.
Jerry and Tom to accumulate all documents and present to the Ministry Annual Planning subcommittee
Fr. Jim asked that he be included in the presentation to the sub-committee so we can evaluate this process in comparison to other long-range planning processes previously initiated.
- **Campus Safety Subcommittee – (Cathy Marksteiner)**
 - First three recommendations to be addressed from the November meeting have been given to Larry, as facilities manager, for implementation

- DONE – Ash can in place with sand for used incense and charcoal
TO DO: Mary Ella will inform Sacristan's and altar attendants of this change
- The Second Meeting reviewed the plans developed 12 years ago for Safe Locations in Case of Emergency, specifically -do we stay (Shelter in Place) or do we go (Egress) – Egress zones and routes to the rally point were discussed and reviewed.
 The Subcommittee made a specific recommendation to change the rally point to the NE area of the rear parking lot.
- Just as the St. Max Safety and Security Subcommittee wants to share with other parishes, we are reaching out to other faith-based facilities, with the goal of learning from their plans, policies and procedures. We would be the student and learn from others.
- This subcommittee's goal is to look at policies, procedures and practices to protect parishioners – not to spend a lot of money
- Next area of focus, medical emergencies and communication within building
- **PC Listening Sessions** – (Julie Duffy, Rich Inman)
 - **Jan 26&27 next listening session**
 - Spreadsheet - uploaded to google docs – 7 open items left to be cleaned up
TO DO Upload to Parish Website
- **Leadership Discernment** – (Brett Boutwell, Chris Zevallos)

TO DO: All Councils and Commissions need to be represented and will therefore need to supply one person to be on team to participate (February – June timeframe); This name needs to be supplied to Chris Zevallos by January 30 – in preparation for February PC meeting

TO DO Timeline – core team will discuss deliverables and communication plan
 March 7 – process starts

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 November 30, 2018**
 - **Total Income** was **\$85,556 (8.9%) under** budget primarily due to Sunday Collections which were **\$87,611 (10.1%) under** budget.
 - **Total Expenses** were under budget \$92,137 (9.8%).
 - General & Administrative \$62,753 (10.2%) under budget.
 - Ministry & Liturgy \$8,130 (24.3%) under budget.
 - Religious Formation **\$2,897 (7.2%) over** budget.
 - Outreach \$983 (11.4%) under budget.
 - Facilities \$7,541 (3.8%) under budget.
 - Fundraising **\$4,838 (56.5%) over budget.**
 - Capital \$20,465 (51.5%) under budget.
 - **Net Income** was \$6,581 (27.9%) over budget.

- **Finance Council Areas of Focus for FY 2019**
 - Monitor and report ongoing results of Together We Grow campaign
 - \$215,194 collected during July, August, September and October 2018. Collections for the month of November are not available from the Archdiocese as of 12-27-18.
 - A Monthly Executive Summary of key components of financial and statistical results was implemented at the October meeting.
 - Funding of Contingency Fund (\$85,000) by June 30, 2019. No funding has occurred as of 11-30-18.
 - 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 11-30-18 \$24,262 has been collected for the roof replacement
 - Special note: \$22,000 collected for Baptismal window – cost \$32,000-\$35,000

- **Worship & Sacraments Commission** – (Amy Wissel)
 - No update at this time

- **Outreach Commission** – (Kathleen Garrison)
 - **Two Ministry Proposals:** Twinning with St Patrick’s Madera Soroti, Uganda (Father Simon Peter’s Parish). Mr. Dan Suer spoke about his noticing that there was a need to help and support. His wife, Mary Jo and he had started a group of about 60, that wanted to help by building a Girls Dormitory for 100 girls that were sleeping on the classroom floor because they had traveled a long way to school. He has met with the Archdiocese Mission Office, since Father Jim had supported the idea. They have developed into a Twinning Core Group, that meets monthly. They have developed a Position Statement for Father Jim and he approved. They have information from Immaculate Heart of Mary and Father Ruffino of Comboni Missionaries. In January, they are meeting to develop objectives for Communications, Education, Prayer and Charity. On the weekend of February 2, 2019, it is reserved for them to have a witness at each mass, as well as distribute prayer cards as suggested by Father Jim, poster boards of pics of St Patrick’s people and a table for more information and registration.
 - The Outreach Commission had a consensus of Twinning for Ministry.
 - Second Proposed Ministry was St. Max Mastermind, a mastermind group is simply a meeting of highly motivated individuals who share a common goal and are looking to encourage, sharpen, challenge, strengthen and help each other improve in business, life, ministry, spirituality, or some other shared interest. The ministry will serve the self-employed business owners of the parish. The benefit will be the parish participants will grow spiritually and professionally. No funding will be necessary, with delivery through collaboration. The group will meet every two weeks during mornings or workday, advertising in the bulletin, and participation from the parishioners. Request submitted by Rich Carmel.
 - This ministry will be discussed at our next meeting.
 - **Map and Liaison Update:** There are several ministries that have not submitted their Maps, we are going to send out another email and contact by calling or talking with Ministry Leaders.
 - **Just Try It March 30, 31 2019:** Getting in contact with several dentist and other businesses for donations. Contacting Sarah Merkel about advertising, using bulletin and Facebook prior to event.

- **OAC recommendations:** Funds were selected and will be distributed to Family Promise of \$6,000 for Annual Rent for Day Center, St Joseph Orphanage \$1000 for Yoga and mindfulness classes. Companions on a Journey, \$3,000 for Bilingual support.
- **Faith Alliance:** Having a sign-up genius setup for parishioners to provide snacks used for events with other churches for supporting the needy.

Parish Life & Stewardship Commission – (Lori Walters)

- Submitted 14 MAP documents to Jerry on Dec 30. 13 ministries & 1 for PL&S Commission
- Reminder of Trivia Night on Jan 26, hosted by Fr. Jim. Sign-up genius is out and babysitting is available
- Welcome Dinner/Tour, January 26, done before the trivia night and then they will be given a table together at Trivia Night
- January 12/13 stewardship weekend (cards will be in pews and restocked after each mass)
- January 19/20 is next fellowship weekend hosted by the KOC
Suggestion: Add 'no cost' to information if babysitting is offered

• Evangelization & Catechesis Commission – (Gil Castillo)

- Where does the commission want to be in 5 years?
 - Glenn presented on how the Evangelization and Catechesis sector of ministries ought to be separated out into formal ministries taking place on church grounds and apostolate work taking place off-site.
- Apostolate
 - Apostolate efforts would be more flexible, informal, and run by willing and/or well-trained members of the laity with minimal parish oversight
 - Would take place in homes, public places, cafes, etc.
 - Examples would include bible studies, marriage enrichment groups, mother's and men's ministries
- Ministries
 - Formal ministries would pertain to the sacraments, be more organized and have a lot of parish oversight.
 - Examples would include RCIA, RFY, St. Vincent De Paul, church events and programs
- The number of events and ministries hosted by St. Max may be too many
- There were lots of questions from the commission and this transition will require more discussion at future meetings
- **MAP**
- So far, we have collected approximately half of the MAP responses from the ministries
- We're hoping to have the remaining MAPs back by the end of the next month
 - We will send out a reminder email to the ministries we are still waiting to hear back from and will inform them about the February 16 Ministry Leader Gathering being moved to February 13 from 7-8pm in the Youth Room
- New ministry leader needed for gift handed out at Christmas and Easter; someone needed to discern taking over this ministry for the current leader
 - Parish Gifts ministry
- Men's retreat Jan 26 8:15-4;
 - Spread the word

Pastor's Report – (Fr. Jim)

Together we Grow

Design phase team meets next week; goal is to be ready when money is available

Letters sent out to donors – 614; To be sure all donors are aware of the change regarding the Chapel

Need to start calling new parishioners

Sign out front – A new sign is currently in place

Stewardship renewal – Jan 12 and 13; This will be approached differently this year

Emphasis on sharing; A tri fold card on ways to deepen your faith will be handed out; Major level ministries will be listed as ways you can respond to St. Max. Parishioners will be directed to St. Max Website for more details; Tithing, being a good steward, will be encouraged

In the past, people returned cards and there was no follow up – so cards will not be returned this year

Christmas: Masses were crowded, but didn't feel hectic;

Manger in church this year – was well received

Fire lane violations at Christmas masses were noted

Christmas collection was \$10,000 under budget

Epiphany weekend, Jan. 5 & 6, is the weekend of One Step Closer and Chalk for Blessing the Home

2nd Graders are preparing for 1st Reconciliation

Parish allocation committee – a discussion needs to be had as to whether we continue to allocate money to organizations outside of St. Max, or if we need to take care of needs here at St. Max; this will be a future budget discussion, as revenues continue to be under our current budget

Closing Prayer