

**Pastoral Council Members Present:**

Jerry Pater – Chair	Rich Inman	Betty Ann Quinn
Brett Boutwell	Cathy Marksteiner	Kevin Walsh
Tom Collins	Chris Palac	Tim Wurth - Vice Chair
Julie Duffy	Ellen Paxton	

**Pastoral Council Members Absent:** Chris Zevallos

**Notable Others:**

Fr. Jim Riehle – Pastor  
Evangelization and Catechesis Commission – No Representative Present  
Outreach Commission – Kathleen Garrison  
Parish Life and Stewardship Commission – Michael Brunner  
Worship and Sacraments Commission – Helena O’Subor  
Finance Council – John Monroe  
Parish Staff Representative – Lakme Kodros  
Recording Secretary – Dena Moulton

- **Opening Prayer / Mission Statement** (PC is praying for Parish Life and Stewardship in March)
- **Formation** – Chapter 6 - Becoming a Parish of Intentional Disciples (Julie Duffy)
- **Lightning Round**
  - Next meeting is April 3; Ellen Paxton has volunteered to record the minutes in April
  - American Heritage Girls (AHG) Fundraiser; Request to sell butter braids after all Masses 1-18/19, 2020  
PC gave their unanimous approval
- **Committee Updates**
  - **Ministry Annual Planning (MAP)** – (Tom Collins/Jerry Pater)
    - No changes since last month; deadline had been set for Ash Wednesday
    - Send any outstanding MAP documents to Jerry and Tom will catalogue these documents
    - In April, a discussion to take place as to how to proceed – many feel this document has become too burdensome
  - **Campus Safety Subcommittee** – (Cathy Marksteiner)
    - Chair previously attended two trainings: “Stop the Bleed” addressing critical first aid response, specifically bleeding and hemorrhagic shock and “Active Shooter in the Workplace” providing contacts with the Ohio Crime Prevention Association for training specifically oriented to House of Worship  
Information from these trainings was shared with the members of the subcommittee at their March 4 meeting
    - Purpose of this Safety Subcommittee: Develop an emergency operations plan  
Goals: *Prepare, publish, know where to find it and how to implement it*
    - Major categories: medical, active shooter, fire drills, natural emergencies
    - Ushers will take on an important role and they need to be prepared; Parishioners will look to the ushers for guidance in an emergency

- **PC Listening Sessions** – (Julie Duffy, Rich Inman)
  - Listening spreadsheet on Google Docs; Link has been sent to the Commissions; This document is updated in real time and will eliminate confusion
  - 4 open items from January listening session – working to close the loop on those; Parishioners would like a follow up on the answers to their questions
- **Leadership Discernment** – (Brett Boutwell, Chris Zevallos)
  - Council and Commission Discernment Process has begun
  - At all Masses a witness will be given the weekend of March 16/17, with a request for parishioners to consider discernment for Councils and Commissions
  - Deadline to nominate is March 24
  - Discernment Fair (open house setting); in the gym or conference room (as available)  
Opportunity to talk with representatives from the councils and commissions
  - Corrected Fair dates: **May 6 and May 15**; 6:30-8:30 pm

● **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 February 28, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) \$ Variance</u>	<u>Favorable (Unfavorable) % Variance</u>
<b>Total Income Excluding Together We Grow (TWG)</b>	\$1,482,915	\$1,645,017	(\$162,102)	(9.9)
<b>Total Expenses:</b>				
General & Administrative	965,664	1,102,785	137,121	12.4
Ministry & Liturgy	53,761	68,645	14,884	21.7
Religious Formation	49,886	56,997	7,111	12.5
Outreach	9,026	12,360	3,334	27.0
Facilities	299,934	284,343	(15,591)	(5.5)
Fundraising	17,078	16,467	(611)	(3.7)
Capital	40,945	41,980	1,035	2.5
<b>Total</b>	<u>1,436,294</u>	<u>1,583,577</u>	<u>147,283</u>	9.3
<b>Net Income Excluding TWG</b>	\$ 46,621	61,440	(14,819)	(24.1)

**Notes:** Sunday Collections of \$1,266,315 are under budget by \$121,185  
 TWG: \$72,000 collected in January; \$403,000 in interest earning bank account  
 \$26,000 was spent on an outside source for snow removal after our truck broke down  
 This is reflected in the facilities expenses

## **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 July, August, September, October, November and December of 2018. The funds were received from the Archdiocese of Cincinnati during February 2019.
  - \$72,417 was collected during January 2019.
  - Pledges now total \$3,515,532 of which 58.6% has been collected as of 1-31-19.
- A Monthly Executive Summary of key components of financial and statistical results was implemented at the October Finance Council meeting. It will possibly be revised over the next month.
- Funding of Contingency Fund (\$85,000) by June 30, 2019.
  - No funding has occurred as of 2-28-19.
- 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 2-28-19 \$28,098 has been collected for the roof replacement.
- A used truck was purchased for a total cost of \$14,533 which includes the flight to St. Louis, fuel and meals on the drive back to West Chester. The old truck has been sold for \$2,000.

This was a General & Administrative expense

‘Fleet Care’ (specializing in Diesel power trucks) inspected the truck and documented it was reliable and feel St. Max received a good deal based upon price and mileage

The snow blade and salt spreader will be an additional \$14,000 expense and have not yet been installed

## ➤ **Worship & Sacraments Commission** – (Helena O’Subor)

- Mary Ella’s Pastoral Associate Report
  - Upcoming Liturgical Celebrations  
Stations of the Cross – Friday evenings at 7:30pm. Particularly, a Children’s Way of the Cross will be prayed on Friday, March 29<sup>th</sup>.  
Full calendar of Lenten opportunities to pray has been developed and will be available
  - Liturgical Ministry – Linens: a new Lent altar cloth was purchased and is currently being used; This was purchased and donated by the Worship Commission
  - Christian Initiation  
Spring Sacramental Preparation sessions for First Reconciliation (\*40)  
First Communion (\*70) and Confirmation (\*50) are in full swing  
\*approximate numbers of participants  
19 Weddings are on the calendar from now until December 2019  
24 couples are being prepared at St. Max; some will be married elsewhere
  - Music Ministry: 24 students from our Children’s Choir will participate in the local chapter of Chorister’s Guilds’ ChoralFest 2019. This is our 4<sup>th</sup> year attending
- Discernment Process 2019 Update: looking for WSC volunteer to provide witness at Mass
- New Business
  - New Lent Evaluations
  - Received updated “praying for each other”

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

- The Outreach Commission had our Outreach Ministry Leaders at the meeting. All Ministries were in attendance but four.
- Ministries broke into groups with similar goals with an OC member as liaison to discuss what we could do to help the ministries achieve their goals, and support each other in service to the parish and its members. The leaders are to email Jennifer Boyd with the results of their group discussions, and recommendations.
- The Just Try it (Outreach Ministry Fair) was discussed for the weekend of March 30th & 31st after all Masses in the gym. The ministry fair will allow the parishioners to learn about all the outreach ministries, their goals, service and accomplishments. There will be a table, with at least 2 volunteers for about 30 minutes after mass. There will be a sign-up sheet at each table for volunteers.
- Greg Ehlert, compiled a St Max Outreach Ministries 2018 by the Numbers document to show how the ministries have been so successful, and to thank parishioners for their generous gifts of time, talent and treasure to care for those in all stages of life and in all circumstance beyond our St. Max walls.

➤ **Parish Life & Stewardship Commission** – (Michael Brunner)

At the beginning of meetings, first 10 minutes is spent in Adoration

Internal discernment process for 2019-2020; Chair discerned, working on vice-chair

Potential golf fundraiser is in the very early stages of planning

- Fish Fry, 4:30pm & Stations of the Cross 7:30pm
- Welcome Dinner/Tour, March 16, 5:30pm; A Commission member will be represented at each Dinner/Tour
- St. Max Council/Commission Discernment: Ministry Witness, March 16/17
- New Ministry Application: Master Mind; This will be voted on when all questions about the ministry have been resolved. It is this Commissions decision if this ministry is to be added; Discussion with PC is informational only
- Trivia night/Potluck; very successful; Fr. Jim willing to do two per year; next one will be in the Fall time frame
- MAP – 14 ministries & our commission submitted originally
- Review of ministries under our quadrant

➤ **Evangelization & Catechesis Commission**

- Glenn presented the path forward that E&C Commission will be taking:
  - There will be 7 diverse parishioners and 5 staff members on the commission
  - All commission members will meet quarterly to discuss concrete tasks
    - Aiding other ministries
    - Planning retreats
    - Sharing personal evangelization experiences (Names and Faces)
  - Staff members of the commission will meet with Glenn 1-on-1 weekly
  - Marlene and Glenn will meet with the parishioner members biweekly to discuss parishioner member prayer life, studies, personal evangelization encounters, and to establish friendships
  - Parishioner members will maybe also meet once between whole-commission meetings to touch base with one another informally
  - There will be no more Chairperson or Vice-Chair, however there will still be someone responsible for establishing the meeting agendas and taking notes during meetings
  - Since most ministries are overseen by staff members, E&CC members will no longer request ministry updates from the ministry leaders

- Membership in the commission will remain a 3-year term, with current members having the option of opting out shortly after the commission's revision due to the changes
- The above changes will be implemented with the addition of any new commission members following the nomination and discernment processes.
- **MAP** – Fr. Jim  
Due to the confusion and lack of responses surrounding the MAP worksheet, it will be discontinued and outstanding MAPs will not be collected

- **Pastor's Report** – (Fr. Jim)

- Together We Grow building campaign
  - To break ground on new construction, \$624,000 is needed in the bank (50% of projected cost)  
Parishioners will continue to fulfil their pledges; For the 6 months from Jan – June 2019, the first \$286,000 collected belongs to the Archdiocese; any overflow will be added to our bank account to be used for construction
    - The earliest construction will happen is late 2020
  - We are currently in the Construction Design Phase – Architects will design space and work out specific details; Jim Lupidi is working with the Architects
  - Our goal – within budget – create as large a space as possible (gathering space and large meeting room)  
The exterior will match the rest of the campus and we will do as much as possible on the interior of the building as our funds will allow  
Rachel statue will be moved; Due to fire codes and egress issues, the exit for this space must be on the North end of the building where she is currently located  
The statue will not be placed where the original plans designated, but in a worthy location where she will be prominent (a pro-life garden and prayer space will be created)
  - Letter to go out to all new parishioners (registering Sept 2016-July 1, 2018)  
These 200-300 families will be invited to participate in this campaign
  - Welcome packet could possibly include an informational piece about the campaign, but not a direct ask
- Fr. Simon Peter
  - He will travel back home to Uganda Monday, March 18 and return before Palm Sunday weekend
  - He will get clarity from his Bishop on what is next for him; is he needed back home or can he return here
- Tabernacle
  - A second Tabernacle will be placed in the Sanctuary on Easter; It will be straight back from the Altar on a stand against the half wall, under the Crucifix. Generous parishioners are making a stand for the Tabernacle which will match the Altar decor
  - Worship Commission has given their feedback and the Archbishop is supportive; the Archbishop gave approval for us to keep a Tabernacle in the Chapel, because we have a devotional tradition in the Chapel for 24/7 prayer access; Two Tabernacles is not the norm
  - Articles concerning reverence and genuflection will be published in upcoming articles in the bulletin

- **Closing Prayer**