

St. Maximilian Kolbe Pastoral Council Meeting Minutes

September

September 4, 2019 – 7:00-9:00PM

Pastoral Council Members Present:

Tim Wurth – Chair
Tom Collins
Rich Inman

Daren Keenan
Cathy Marksteiner
Chris Palac

Jerry Pater
Betty Ann Quinn
Eric Saddler

Pastoral Council Members Absent: Ellen Paxton – Vice Chair

Notable Others:

Fr. Jim Riehle – Pastor
Evangelization and Catechesis Commission – No Representative Present
Outreach Commission – Maureen Savage
Parish Life and Stewardship Commission – Tony Ferraro
Worship and Sacraments Commission – Mary Blake
Finance Council – Rich Carmel
Parish Staff Representative – Sarah Merkel
Recording Secretary – Jerry Pater

➤ **Opening Prayer / Mission Statement** (PC is praying for Outreach Commission in August)

- **Formation** - Book selection: [Searching for and Maintaining Peace](#) by Fr. Jacques Philippe
Fr. Jim distributed the book for PC formation. What does it mean to know the peace of Christ in the midst of trial?

➤ **Lightning Round**

- Meeting next month is 10/2
- Follow-up to discussion at the 8/7 PC meeting related to specific request by PC Member - Can Pastoral Council members be presented at Masses, to be visible representatives and therefore available to the members of St. Max?
- Sarah Merkel is going to publish name and pictures of PC members in the 9/22 Sunday Bulletin and post individuals' pictures on the St. Max Website
- Goal of postings in the bulletin and website is to make PC members more visible to the parish at large

➤ **Committee Updates**

- **Campus Safety Subcommittee** – (Cathy Marksteiner)
 - Two out of four 2019 suggestions have been implemented
 - Ash can was installed and light in stair well
 - Close circuit camera installed in the corner of church to see who is coming into church . However, they are not monitored. The cameras are on a 30-day loop
 - The general consensus of attendees was monitoring the camera at Sunday Mass is not necessary on Sunday in the case of an active shooter.
 - Any facilities centric knowledge should be spread to the councils and commissions.

- Fr Jim asked if we should publish something in the bulletin
 - Possible action would be to publish in *The Modern Saint* about what to do in case of fire, active shooter, in case someone becomes sick, make note of the exits.
 - If you have information about what other churches do, please forward that information to Fr. Jim.
- **PC Listening Sessions** – (Rich Inman)
 - Trying to come up with the first Listening Session date and establish dates going forward
 - Will start this weekend due to issues from Fr. Geoff situation
 - Rich will establish a schedule by the next meeting
 - Will try to get more presence at the major church functions
 - First listening session last year was held in October; a schedule is needed for this fiscal year
 - **Leadership Discernment** – (Betty Ann Quinn)
 - Will be setting up a meeting to decide how to move forward
 - She has materials from last year
 - Fr Jim observed the effort needs to be stream lined – too much effort and not enough results
 - Need Bret to give feedback on what went well and what did not work well.
 - Start with the count down from Pentecost in order to set up the meeting schedule
 - Betty to develop a schedule on when to get started.
 - Sarah made a statement that the results of people accepting versus those nominated is small or non- existent.
 - **Adoration** – (Chris Palac)
 - Pastoral Council commits to a weekly Adoration hour – (Saturday 1:00-2:00pm)
 - Calendar was sent around to PC members for sign ups

➤ Council/Commission Updates

➤ Finance Council – (Rich Carmel)

Financial Report Fiscal Year-To-Date as of August 28, 2019

	Actual	Budget	Favorable (Unfav) \$Variance	Favorable (Unfav) %Variance
Total Income	\$185,700	<u>\$188,244</u>	<u>(\$2,544)</u>	<u>(1.4)</u>
Total Expenses:				
General & Administrative	104,040	113,923	9,883	8.7
Ministry & Liturgy	4,329	6,018	1,689	28.1
Religious Formation	2,114	2,740	626	22.9
Outreach	1,467	1,421	(46)	(3.24)
Facilities	22,832	24,777	1,946	7.85
Fundraising	44	0	(443)	0.0
Capital	0	83	83	0.0
Total	<u>135,224</u>	<u>148,962</u>	<u>13,738</u>	<u>9.2</u>
Net Income	\$50,476	\$39,282	\$11,194	28.5

Note: Sunday Collections of \$148,003 are **under budget** by \$7,997.

- Finance Council Areas of Focus and Reporting for FY 2020
- Monitor and report ongoing results of *Together We Grow* campaign.
- We currently have \$403,944 in available funds for the project. \$353,944 is invested in an AOCCD, currently earning 2.5% interest. The remaining \$50,000 is invested in a money market account at PNC Bank to be used for immediate needs.
- \$266,623 was collected by the Archdiocese for the period January through June 2019. Our payment due to the AOC on July 1, 2019, was \$286,000, resulting in a \$19,137 shortfall which will be added to our catch-up payment in July 2020.
 - $\$286,000 + \$15,758 + \$19,137 = \$320,895$ due Archdiocese
- Pledges total \$3,499,694 (3,507,625 originally) of which \$2,294,705 (65%) has been collected as of 7-31-19
- Architect estimated design fees are \$150,000 and estimated soil boring fees are \$10,000
- Balance of the Contingency Fund as of July 31 is \$32,000.
- Funding for the church roof replacement.
 - The roof was inspected in September 2018 by a roofing contractor and determined to have an estimated life expectancy of approximately three years.
 - The estimated cost to replace the roof is \$815,000 using three-dimensional asphalt shingles or \$915,000 using stamping seam metal.
 - As of July 31, 2019, \$40,369 has been collected for the roof replacement.

- **Worship and Sacraments Commission** – (Mary Blake)
 - New liturgical minister's handbook in the works for sacristan, EMHC and altar servers
 - First Friday exposition to begin in January
 - 6:30 am mass will begin on Tuesday and Thursdays year-round, starting on Sept 5
 - Confessions after 6:30am masses on Tuesdays
 - Prayer of St Michael being prayed after all weekday masses
 - Baptisms will continue to be celebrated on 1st and 3rd Sunday's at 1:30pm
 - 12 weddings on schedule until end of 2019

- **Outreach Commission** – (Maureen Savage)
 - Commission decided that we'd like to explore better ways to communicate Outreach opportunities to others that we may not be reaching. Maureen took an action item to discuss with the pastoral associate for communications. Other members took action items to explore a rolling sign up genius or other similar services. Desired features are:
 - Single location list
 - Constant location with options
 - Easy for ministry leaders to create opportunities directly
 - Specific time commitment
 - Point of contact after sign up
 - Mixing of all ministries to scroll through
 - Commission voted to move ministry meeting back from 9/25/19 to 10/2/19 in order to increase available participants from the commission. Greg took the action to arrange for a room and food with Lakme.
 - Maureen offered to attend the next two pastoral council meetings (one in September and then split time at October meeting)
 - The commission agreed that Alicia will represent the commission to Faith Alliance
 - The commission agreed that Jen Klenke will continue as Chair of the Outreach Allocation Committee; Anna will be the Vice-Chair, on track to be the Chair next year
 - The commission agreed that the current format of the Just Try It Outreach Ministry Fair no longer efficiently identifies potential volunteers for the ministries. We will attempt mini-fairs in the gathering space as well as inter-ministry group invitations. More to come as this is further specified
 - The commission was informed of forthcoming potential interest in forming a St. Max Prison Outreach Ministry.

- Ministry Advocates:

Ministry	Advocate	Ministry	Advocate
Nursing Home Bingo	Anna	RASKALS	Jen H
Pastoral Care of Sick	Joyce	Surviving Divorce	Mary
St Vincent de Paul	Alicia	Hearts for Uganda	Jen K
Tender Mercies	Joyce	Twinning	Jen K
Family Promise	Shari	Respect Life	Jen H
Lunch for the Homeless	Anna	Christmas Baskets	Chuck
Prayer Shawl	Jen H	Susan Garden	Maureen
Stephen Ministry	Maureen	Nursing Home Rosary	Maureen
Transitional Living	Mary	West Liberty Outreach	Greg
Financial Peace	Alicia	CHOSEN	Alicia

- Outreach Commission Meeting Dates for 2019/2020:

October 2nd (6:30-9pm)-- ministry mtg.

October 23rd

November 20th

December 18th

January 29th

February 19th (6:30-9pm)-- ministry mtg.

March 25th,

April 22nd

May 27th

June 24th

- **Parish Life & Stewardship Commission** – (Tony Ferraro)

- Trivia Night, Saturday, October 26, 2019
- Stewardship communications getting underway using the bulletin and social media as part of effort to make parishioners more aware of their roles as stewards of God’s creation
- New leaders are in place for the Welcome Ministry
- Upcoming parish picnic (9/15) is being promoted as one more means to bring the parish together after the recent troubles
- Movie Night coming up (10/5) with a movie on the life of St. Teresa of Calcutta
- Started a discussion about what we can do to better include the Vietnamese members of our parish.

- **Evangelization & Catechesis Commission** – (No Representative Present)

- Ministries will have one of two designations
 - Initiative-types of ministries:
 - Examples include: Men’s Retreats, Women’s Retreats, Parish Mission, ALPHA, Ancora, Marriage Enrichment, Holy Family Ministry, Library, 1% Challenge, RFY
 - These are set to continue indefinitely and will receive support and communication from the staff and the E&C commission

- Each E&C member will liaison with an initiative ministry so that Fr. Jim can be aware of its vibrancy, current initiatives and needs
 - We will contact the ministry leaders (ideally in person) and/or attend meetings and/or volunteer at that ministry's functions
 - Feedback will be given to Glenn, who will then forward it to Fr. Jim
 - Our attention to the ministries is designed to open up communication, provide a channel of support, a have us work as a team
- Ministry Assignments:
 - Men's Retreats – Andrew
 - Women's Retreats – Patti
 - Parish Mission - Mary Lou
 - ALPHA – Mary Lou
 - Marriage Enrichment – Kevin
 - 1% Challenge – Eric
 - ANCORA – unassigned
 - Holy Family Ministries – Stacy
 - RFY – Mary Lou
- Independent “self-sustaining” ministries:
 - Examples include: Faith Lessons for Moms, Men's Spiritual Workout, Bible studies, etc.
 - Leadership must come from within the ministry
 - They will receive help as requested
- **Reflections**
- **Closing Prayer**