

St. Maximilian Kolbe Pastoral Council Meeting

November Minutes

November 4, 2020 – 7:05-8:55 PM

In Person, Youth Room

Virtual option available with Zoom

Pastoral Council Members Present

Dennis Blake
Adam Gecewich
Chuck Michael

Ellen Paxton – Chair
John Prince
Kathie Grace Roberts
(Zoom)

Lisa Schafer
Rose Wiedenmann

Pastoral Council Members Absent: Rich Inman, Daren Keenan, Cathy Marksteiner

Notable Others:

Fr. Jim Riehle – Pastor

Recording Secretary – Dena Moulton

Commission members emailed their reports to PC this month;

We are in youth room tonight and the space is limited;

And PC is discussing PC By-laws tonight and their presence is not required for this discussion

Keith Gehring (Zoom) Andrew Tebbe (Zoom)

- **Opening Prayer / Mission Statement** (PC is praying for Parish Staff in November)
- **Welcome** – (Ellen Paxton, PC Chair)
- **Formation** – “The Search” Episode 2 (Lisa Schafer leads this discussion)
 - View Episode 3 before next meeting; Adam Gecewich will lead discussion in December
 - Dena will forward link for Discussion Questions via email
- **Pastor’s Report** – (Fr. Jim)
 - ✓ November 21, A Walk Through Advent, 11am-2pm. Drive around the building and stop at each outdoor Advent station. St. Max will offer their own Advent devotional book this year.
 - ✓ Giving Tuesday, December 1, donate to charity (ST. MAX). This money is not assessed by the Archdiocese; our money will go towards our new roof.
 - ✓ Raise the Roof Reverse raffle – kickoff in January; drawing on Fat Tuesday.
 - ✓ Fire Panel; it is working right now so there has been no movement to replace it yet
 - ✓ Christmas Masses; Asking people to RSVP for the Mass they plan to attend as this will help the staff with planning. Cap for RSVP’s is 750. 7 Masses will be offered: 3pm, 5:30pm, 9 pm, Midnight, 8am, 10am, noon. Approximate attendance due to COVID is 500 in the Church and 250 in the gym.

➤ **Lightning Round / Committee Updates**

- ❖ **Ministry Annual Plan (MAP)** (Ellen Paxton)
 - MAP assignments – return to Ellen; Ellen will get to Fr. Jim who will give to Pastoral Associates
- ❖ **Twinning Liaison** (Dennis Blake)
 - **Ox Plow Project**

As of this date there have been 117 Oxen and Plows delivered to Catechists. Money has been transferred to purchase another 30, and still awaiting monies for the final 14 for a total of 161
 - **Need for Additional Pen Pals**

The request has been made for an additional 25 St Max Parishioners to take on a St Patrick's Catechist Family as a Pen Pal
 - **Twinning Finances**

The current bank account for the Twinning Ministry is at \$7043, which will be used for the Science Lab Project
 - **Major Projects – Science Lab**

The Major Project from Twinning continues to be the completion of the Science Lab at the St Patrick's School. To be sanctioned as a School this Project must be completed. Current bids are at \$16,500 to complete of which \$7000 is in the bank. Ministry is working with the Priest in charge of the project in Uganda to disperse funds as available.
- ❖ **By-laws Draft Review and Discussion – part two** (Fr. Jim)
 - Discussion on second section of by-laws; additions, deletions, and changes recorded

Future discussion: Orientation of new PC members

➤ Council/Commission Updates

▪ Finance Council – (Keith Gehring)

Financial Report Fiscal Year-To-Date as of September 30, 2020

| | <u>Actual</u> | <u>Budget</u> | <u>Favorable (Unfavorable) \$ Variance</u> | <u>Favorable (Unfavorable) % Variance</u> |
|--------------------------|------------------|------------------|--|---|
| Total Income | <u>\$495,590</u> | <u>\$379,619</u> | <u>\$115,971</u> | 30.5 |
| Total Expenses: | | | | |
| General & Administrative | 353,202 | 396,814 | 43,612 | 11.0 |
| Ministry & Liturgy | 10,390 | 16,161 | 5,771 | 35.7 |
| Religious Formation | 18,716 | 32,290 | 13,574 | 42.0 |
| Outreach | 789 | 5,037 | 4,249 | 84.3 |
| Facilities | 57,941 | 71,322 | 13,381 | 18.8 |
| Fundraising | 26,248 | 750 | (25,498) | (3,399.7) |
| Capital | 638 | 1,637 | 1,000 | 61.1 |
| Total | <u>467,923</u> | <u>524,012</u> | <u>56,090</u> | 10.7 |
| Net Income | \$27,668 | \$(144,393) | \$172,061 | |

Note: Sunday Collections of \$426,648 are over budget by \$78,609. 56% from Faith Direct.

The Fiscal Year 2020/2021 Budget reflects Revenue in excess of Expenses in the amount of \$22K. Income Budget of \$2.180M and Expense Budget of \$2.158M.

Finance Council Areas of Focus and Reporting for FY 2021

- Monitor and report ongoing results of *Together We Grow* campaign.
 - We currently have \$785,417 in available funds for the project. \$764,552 is invested in an AOC note currently earning 1.6% interest. The remaining \$20,865 is invested in accounts at PNC Bank to be used for immediate needs.
 - Pledges total \$3,459,144; \$2,724,660 (79%) collected as of 8-30-2020.
 - The Schematic Design phase of the project is completed. Next step is design development and construction documents.
- 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.
 - Bid received in February 2020 had a quote of \$1,005,550.
 - As of September 30, \$137,110 has been collected for the roof replacement. \$120,836 is invested in an AOC note currently earning 1.6% interest. The remaining \$16,274 is invested in a PNC account.
- Balance of the Contingency Fund as of September 30 is \$111,800.

➤ **Worship and Sacraments Commission**– (Yuki Lauber)

- **Music Ministry**
 - The organ needed some routine maintenance. New pads were installed on the pedals and some bulbs were replaced.
- **Christmas Mass**
 - Mass Times Scheduled: 3pm, 5:30pm, 9:00pm, Midnight, 8am, 10am and Noon
 - Parishioners are encouraged register for the Mass they are attending to help the staff to prepare for each Mass. Information on how to register will be posted in the bulletin. Post cards with all the information will also be mailed.
 - Working to enhance the live stream experience; some prayers/words will be on the screen
- **Other**
 - We need ushers to volunteer for Masses

➤ **Outreach Commission** – (Shari Skorcz)

- **Outreach Allocation Committee**

\$4800 allocated, 4 applications

 - Notre Dame Tabernacle Society \$0; have given \$9,000 to them in past, their application will roll over
 - Big Brothers Big Sisters of Butler County \$1,000
 - Education Matters \$2,300
 - Companions on a Journey \$1,500
- **Faith Alliance**
 - 2021 partner pledge due in December
- **Parish Happenings**
 - Walk Through Advent project on 11/21 will support Sleep in Heavenly Peace which makes beds for low-income families; will be collecting new twin bedding
 - Life-size nativity will take place on 12/17 after Mass
 - Caroling and bonfire event on 12/29 around firepit
- **Communicating with outreach ministries**
 - Lakme to send email to all ministries with updates pulled from our minutes
 - Would like to plan a gathering for all ministry leaders in spring for fellowship amount the groups
- **OAC outreach**
 - Would like to continue to volunteer and try new ideas; try to find some opportunities on Saturdays
 - Shari to talk to Christmas baskets coordinators
 - Have option of doing Chosen on 11/21; need to decide if we want to do this

➤ **Parish Life and Stewardship Commission** – (Tony Ferraro)

- Celiac Disease – if a Parishioner reaches out, then a plan will be put into place
- Can we put up signs in different languages to welcome people to the Parish? Lakme is going to inquire about costs with signage vendors

➤ **Evangelization and Catechesis Commission** – (Andrew Tebbe)

- No report this month
- New Pastoral Associate Holly Moran

➤ **Closing Prayer**