

St. Maximilian Kolbe Pastoral Council Meeting

October Minutes

October 7, 2020 – 7:00-9:00 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: Daren Keenan, Cathy Marksteiner, Rich Inman

Notable Others:

Fr. Jim Riehle – Pastor

Parish Staff Representative – Lakme Kodros

Pastoral Associate for Facilities Management and Maintenance – Larry Witsken

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

- **Opening Prayer / Mission Statement** (PC is praying for Worship and Sacraments Commission in October)
- **Welcome** – (Ellen Paxton, PC Chair)
- **Formation** – “The Search” Episode 1
View Episode 2 before next meeting; Lisa Schafer will lead discussion in November
- **Pastor’s Report** – (Fr. Jim)
 - ✓ New staff updates; Director of Music – Ron Miller starts in office on Monday, October 12
Mary Ella remains as Pastoral Associate for Worship and Sacraments
Holly Moran has been hired as Pastoral Associate for Evangelization and Catechesis
 - ✓ November 10 (Tuesday) Fr. Jim will be inviting benefactors of the Together We Grow Campaign to an event, (TWG wine and cheese affair); He will invite big financial supporters of the campaign and parish (about 60 people) to come and listen and give input as to how to proceed and move forward with the new construction plans; PC members will also be invited to come and be kept in loop; The financial gap needs to be closed as we are so close to breaking ground; \$2 million needed to build shell; we have \$800,000; This event will be held in gym
 - ✓ Update on Fr. Simon Peter; He continues waiting on interview date; Since he is religious his Visa should be an exception; All US embassies globally are closed
 - ✓ Adam – Our Seminarian, was only here for the summer and is now back at school
 - ✓ Fr. Matt Feist – on Sabbatical and will be staying at St. Max off and on for the next few months. He will occasionally be presiding at Masses and helping in other ways

➤ Lightning Round / Committee Updates

- ❖ Larry Witsken, Pastoral Associate for Facilities Management and Maintenance
 - PC is being asked to approve an unanticipated expenditure exceeding \$5000.
 - Fire Panel malfunctioned; safety devices are affected; current fire panel installed in 2002; Larry recommends replacing panel with a SimplexGrinnell panel (Current company used by St. Max) When the new addition is added in two years+ this panel would need to be replaced anyway
 - Larry still going through data to see what went wrong – if a contractor caused the malfunction, they would be financially responsible for a bad install
 - Our current panel is outdated 18 years; no parts available to fix; Corruption is evident
 - Larry recommends staying with SimplexGrinnell; devices are proprietary and will fit with the new panel; new panel would eliminate floppy disk programming; other companies could use thumb drive and do maintenance
 - **PC vote - unanimous approval for \$15000 - \$20000 expenditure, guaranteed not to exceed \$20000**

- ❖ **Twining Liaison** (Dennis Blake)
 - **Golf Outing**

Paul Groh reported that the Golf Outing netted \$3102.35. In addition, the winner of the Split the Pot donated back his \$305, that was earmarked for the well in Father Simon Peters Parish.
 - **Ox Plow Project**

It was reported that 30 more Oxen will be delivered over the next few weeks. Once these have arrived there will be 44 remaining to be delivered.
 - **Major Projects at St Patrick Madera Church and School**

Construction of a school science lab for the Children, estimated at \$16,500, Church Windows Church PA System and Electric for the Church which are still awaiting estimates.
 - **Family Connections**

The next letter to be sent to the Catechists will be due by Sunday November 22. There will be several announcements placed in the Bulletin over the next couple of months.
It was reported that we still have several Families in need of a Pen Pal.
 - **Deacon John Back**

Deacon John did a Holy Hour prior to our meeting which was well attended. The plan is to continue these Holy Hours prior to our regular monthly meeting and invite all who would like to attend and show support for St. Patrick's Uganda.
 - **Mission Sunday October 18**

It was discussed and waiting on final approval to offer coffee and donuts (while socially distanced as well as safe and sanitary). Plan is to have Parishioners enter the large conference room through the door by the restrooms and exit the other side. It would allow Parishioners to view the wall with the pictures of the committees' trip to Uganda earlier this year.
 - **Father Simon Peter**

Dan Suer has been working very hard to try and get Father Simon Peter back to St Max. Over the past several months he has called and written Congressman and Senators trying to get his (Father) Visa approved to return. Dan recently wrote a letter to the President requesting help and received a return letter from the US Department of State! He was told exactly what was needed to get things approved and along with Father Simon Peter has collected all the paperwork necessary.

- ❖ **Adoration signups** (Kathie Roberts)
 - Kathie Roberts will take over from Cathy Marksteiner;
Lakme offered to help Kathie set up her own sign up genius
- ❖ **Ministry Annual Plan (MAP)** (Ellen Paxton)
 - Distribution of documents by Ellen for 46 ministries
 - We are an external review, making sure ministries have a plan moving forward
 - Ellen has put together a questionnaire; 4 questions; Each PC member take 5 or 6 documents and review
 - After PC review, Fr. would like to review; He will discuss with Pastoral Associates who can get back with ministries; Pastoral Associate needs to work with ministries; PC is just an extra layer
- ❖ **Updated By-laws Distribution** (Fr. Jim)
 - Discussion on first section of By-laws; Additions, deletions, and changes recorded
 - What really needs to be in the By-laws? Whatever PC does, let's do it well

➤ Council/Commission Updates

▪ Finance Council – (Keith Gehring)

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) \$ Variance</u>	<u>Favorable (Unfavorable) % Variance</u>
Total Income	\$346,373	\$243,919	\$102,454	42.0
Total Expenses:				
General & Administrative	240,955	267,048	26,093	9.8
Ministry & Liturgy	6,842	10,774	3,932	36.5
Religious Formation	8,934	16,473	7,539	45.8
Outreach	511	3,358	2,848	84.8
Facilities	35,345	47,717	12,371	25.3
Fundraising	9,817	500	(9,317)	(1,863.9)
Capital	507	1,092	585	53.6
Total	<u>302,912</u>	<u>346,962</u>	<u>44,050</u>	12.7
Net Income	\$43,461	\$(103,044)	\$146,504	

Note: Sunday Collections of \$294,467 are over budget by \$70,885. 55% 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 \$598,179 in available funds for the project. \$579,314 is invested in an AOC note currently earning 1.6% interest. The remaining \$18,865 is invested in accounts at PNC Bank to be used for immediate needs.
 - Pledges total \$3,471,219; \$2,672,352 (77%) collected as of 6-30-2020.
 - Expecting \$182,335 to be disbursed to us from AOC (disbursed semi-annually).
 - 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 August 30, \$134,600 has been collected for the roof replacement. \$120,000 is invested in an AOC note currently earning 1.6% interest. The remaining \$14,600 is invested in a PNC account.
 - Trying to start efforts for Roof fundraising.
- Balance of the Contingency Fund as of August 31 is \$111,800.

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

- **Liturgical Ministry Updates**

- 10 new Communion Patens have been put into circulation as of Sept. 16th. Our previous patens will be kept in the safe for any future use.
- When our current host supply is depleted we will begin purchasing and using altar breads baked by the Cistercian Nuns, in Prairie du Sac, WI. This is to support their work during these difficult times when their donations are low. (We will be purchasing and using only hosts for distribution to the faithful. Communion to the sick hosts and presider hosts will continue to be purchased through Meyer-Vogelpohl.) You can read more about their altar breads here:
<https://www.cistercianaltarbread.com/>

- **Sacramental Celebrations Upcoming**

Baptisms continue every Sunday and as needed

- **Music Ministry**

- Ron Miller has been hired as our new Director of Music! Ron's first day will be Oct. 12th. He will be leaving All Saints in Kenwood after 12 years. He is excited to begin this new journey with St. Max and I'm certain his coming and serving here will not only refresh and grow our music program, but also maintain and enhance our efforts to give the Lord, through the liturgy, our best.
- Adult Choir, Children's Choir, Cherub Choir and Handbell Choir are all up in running in their own unique ways.

- **Other Notes**

- For Thanksgiving Mass this year, (Nov. 26, 9am) all are invited to bring specific items (yet to be determined) as the needs are high for Reach Out Lakota. During the preparation of the altar, these items will be brought forward and placed on the steps of the sanctuary.
- All Souls, Monday, November 2nd: Masses at 6:30am, 8:30am, Noon and 7:30pm (annual Memorial Mass)
- Working with Fr. Jim on our Advent Calendar of Masses, special events, days of exposition and confession times
- 2 videos have been created, with parishioners sharing their 'back to Mass' journey. They will be shared with the parish at large once they have their finishing touches.
- Fr. Jim has plans to create a video series on the architecture of the church and various elements of the Mass

- **Report from Robin Burbrink, Children's Initiation Minister**

- 62 Confirmation Candidates this fall
- 38 First Penance/Communion beginning preparation...not all may celebrate this fall

- **Report from Holly Saddler, Assistant Liturgy and Music Minister**

- Last week was the first Cherub Choir session; we're up to 15 registered! The large conference room worked well for spacing and keeping everyone contained. It's a little challenging with set up as we store our supplies in the music room, but having the additional piano right there is a plus. I've scheduled the LCR for the rest of the Fall session, but will need to keep an eye on our numbers so we don't exceed capacity for the room.

- **Report from Katie Keenan, Administrative Assistant**

- Our Children's Bulletins are being well received. Week after week, we need to print more and more as families return to Mass.

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

- **Outreach Allocation Committee**

Next cycle ends on 9/30 with funds being distributed on 10/30

Three applications received for this cycle: Notre Dame Tabernacle, Companions on a Journey, Big Brothers Big Sisters of Butler County

- **Pastoral Council**

Fr. Jim expressed gratitude to the staff for making the festival happen and thanks to Fr. Ron for helping during Fr. Simon Peter's absence

Looking for people to help for 10 minutes to sanitize pews after Masses; staff has been doing this

- **Faith Alliance**

They asked how they can help us promote our events and what needs our church has

Will pass on Sarah Merkel's name as our social media contact

We need to publicize what we do more so they can share it with others in alliance;

Will discuss with Lakme

- **Ministry Updates**

- West Liberty—will do clothing and toy drives; no trips planned now; asked from prayers for liaison Sue Brown and they people they serve

- Stephen Ministries—have good number of ministers now to help those needing care; may need more in future as current ministers move on to other things

- Raskals—waiting to hear from West Chester Parks if they will do it this fall

- Transitional Living—delivered three packages in August; due to low attendance, tags are still on wreath for next session

- Pastoral Care for the Sick—home visits and communion have started again; nursing home and hospitals not open yet

- Family Promise—we funded hotel stay in lieu of our week; they would like people to talk about the ministry and awareness of Family Promise of Butler County; don't need volunteers or funds now
Need to connect them with Faith Alliance

- **Prison Ministry Presentation**

Voted to approve start of prison ministry at St. Max

- **Outreach Video**

Maureen working with Sarah Merkel to produce video about outreach ministries by May

Requesting 4-6 horizontal photos of each ministry, respecting confidentiality

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

- Feedback on the golf outing and movie night were both positive

- All PL&S members were assigned ministries to contact that fall under PL&S. The nature of the letter is simply to let them know that we are here as a resource

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

- No report this month

➤ **Closing Prayer**