

**St. Maximilian Kolbe Pastoral Council Meeting**  
**Large Conference Room**

**March Minutes**  
March 3, 2021 – 7:00-9:10 PM

**Pastoral Council Members Present**

Dennis Blake  
Adam Gecewich  
Daren Keenan

Cathy Marksteiner  
Chuck Michael  
Ellen Paxton – Chair  
John Prince

Kathie Grace Roberts  
Lisa Schafer  
Rose Wiedenmann

**Pastoral Council Members Absent**

Rich Inman

**Notable Others:**

Fr. Jim Riehle – Pastor  
Staff – Holly Moran  
Evangelization and Catechesis Commission – Andrew Tebbe  
Outreach Commission – Shari Skorcz  
Parish Life and Stewardship Commission – No representative present  
Worship and Sacraments Commission – Yuki Lauber  
Finance Council – Keith Gehring  
Recording Secretary – Dena Moulton  
Special Guest – Larry Witsken

➤ **Opening Prayer / Mission Statement** (PC is praying for Parish Life and Stewardship Commission in March)

➤ **PC Financial Request** – (Fr. Jim and Larry Witsken)

(FYI - Previous request for fire panel – this is in contract process downtown)

Larry is present at this meeting to request \$167,000 to replace the 29-year-old flat roofs on the Porter Center. Finance Council has approved this expenditure. According to Keith Gehring we have the cash for this project. No debt will be incurred.

Flat roofs on complex – 7 separate roof areas; Originally installed in 1992, 29 years ago; \$5600 in repairs was incurred in the previous 5 years; \$3200 has been already been spent in this calendar year. These roof areas have gone beyond their useful life expectancy and it is the time to replace them. This expense was on the 10-year financial plan 5 years ago.

\$167,000 will replace these areas with a newer style rubber membrane (fastened 60mm EDPM roof); similar to three areas previously replaced on the church. Insulation will be replaced as needed. 20-year warranty for this new roof.

We will communicate with the Parishioners what is taking place when the time is right.

**PC Vote – Maximum expenditure of \$167,000 for the flat roofs on the Porter Center.**

**Unanimous approval**

➤ **Formation** – “The Search” Episode 6 (John Prince led this discussion)

Episode 7, April, Kathie Roberts will lead discussion

➤ **Pastor’s Report** – (Fr. Jim)

- ✓ St. Max has received stock and Fr. Jim needs Ellen as PC chair and 4 other PC members to sign a document giving Fr. Jim and Ruth Trentman permission to redeem the proceeds of this stock on behalf of St. Max. PC unanimously approved to sign this document and redeem and transfer it into our St. Max funds. This will go into our general fund as this is for a Sunday offering.
- ✓ Holly Saddler has resigned her position
- ✓ Cross in front of Church will remain for Lent and Easter season

- ✓ New Holy Water dispenser in back of Church; small plastic bottles available to fill with Holy Water and take home
- ✓ Permanent Holy water font has been repaired – need to test to see if it works properly
- ✓ Seminarian will be with us this summer – he is in the early stages of his studies
- ✓ Fish Fry was reworked from first week; volume of meals increasing with the logistical problems worked out
- ✓ How much time left for roof repairs? Currently in drywalling phase – work around windows still needs to be done; 2 ½ weeks left; Will be done before Easter Masses

## ➤ **Lightning Round**

- ❖ **Basket for 'Festival'** (Daren Keenan)
  - Daren will let committee know PC will participate
- ❖ **MAP process for 2021** (Ellen Paxton and Daren Keenan)
  - Commission representatives – work with your Pastoral Associate to work out a process to get MAPS turned in
- ❖ **Together We Grow update** (Fr. Jim)
  - Met with two people downtown who oversee finances and development; previously met with architects; In June, this project went out for bid; we are moving forward and hope to break ground in the fall
  - High end of project \$2.1M; Low end of project \$1.9M (shell and new entrance) New entrance alone is \$750,000
  - We still need more pledges. In April and May Fr. Jim will meet with small groups including previous donors, new parishioners, those who fulfilled their pledges long ago, etc.
  - Modern Saint publication in March, April, May and June will provide updates on TWG
- ❖ **Adoration sign-ups** (Kathie Roberts)
  - PC members need to sign up for open slots
- ❖ **Listening Session follow up discussion** (Rich Inman and Chuck Michael)
  - No updates
- ❖ **Discernment** (Rose Wiedenmann and Lisa Schafer)
  - Process on target; March 12 is deadline for nominations
  - Office is tracking the nominations
  - Finance Council – 0 positions open; Pastoral Council – 4 positions open
  - Outreach Commission - 8 positions open
  - Worship and Sacraments Commission – 5 positions open
  - Parish Life and Stewardship - 5 positions open
  - Evangelization & Catechesis - 6 or 7 positions open
- ❖ **Fundraising Request**
  - Boy Scout troop 944 April 24-26 mulch storage loading access to gym
  - PC Vote – all in favor

## ➤ Council/Commission Updates

### ➤ Finance Council – (Keith Gehring)

#### Financial Report Fiscal Year-To-Date as of January 31, 2021

|                          | <u>Actual</u>      | <u>Budget</u>      | <u>Favorable<br/>(Unfavorable)<br/>\$ Variance</u> | <u>Favorable<br/>(Unfavorable)<br/>% Variance</u> |
|--------------------------|--------------------|--------------------|--|---|
| <b>Total Income</b>      | <u>\$1,368,139</u> | <u>\$1,232,209</u> | <u>\$135,930</u>                                   | 11.0  |
| <b>Total Expenses:</b>   |                    |                    |  |   |
| General & Administrative | 840,193            | 924,890            | 84,697   | 9.2   |
| Ministry & Liturgy       | 28,784             | 45,210             | 16,426   | 36.3  |
| Religious Formation      | 26,104             | 67,057             | 40,953   | 61.07   |
| Outreach                 | 6,306              | 11,754             | 5,449  | 46.4  |
| Facilities               | 153,252            | 179,089            | 25,837   | 14.4  |
| Fundraising              | 19,998             | 1,750              | (18,248)   | (1,042.7)   |
| Capital                  | 3,888              | 3,821              | (67)   | (1.8)   |
| <b>Total</b>             | <u>1,078,524</u>   | <u>1,233,570</u>   | <u>155,047</u>                                     | 12.6  |
| <b>Net Income</b>        | \$289,616          | \$(1,361)          | \$290,977  |   |

**Note:** Sunday Collections of \$1,057,405 are over budget by \$59,274.

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 \$796,917 in available funds for the project. \$780,552 is invested in an AOC note currently earning 1.6% interest. The remaining \$16,365 is invested in accounts at PNC Bank to be used for immediate needs. Over 50% of cash on hand to build shell. Need more pledges.
    - Pledges total \$3,459,392; \$2,841,375 (82%) collected as of 12-31-2020. \$150K+ check arrived in Feb.
    - The Schematic Design phase of the project is completed. We are currently in the design development phase. The next step is 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. Jan '21 bid of \$689-764K.
  - As of January 31, \$179,872 has been collected for the roof replacement. \$135,836 is invested in an AOC note currently earning 1.6% interest. The remaining \$44,036 is invested in PNC accounts (this includes \$14,172 in funds raised on Giving Tuesday). RTR raffle was a success. \$48.7K total take.
- Balance of the Contingency Fund as of January 31 is \$111,800.
- Need PC approval for Porter Center flat roof replacement at \$167K.

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

- **Easter**
  - No foot washing this year
  - RSVPs will be done; 10AM Easter Mass in the gym will have a Priest celebrant

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

- **Faith Alliance**
  - Outreach Commission members will participate in a virtual training: Journeying Toward Healthier Poverty Ministry, based on the book, When Helping Hurts. The presentation will focus on moving ministries from “handing out” to accompanying.
  - Continued conversation regarding the proper relationship between St. Max and Faith Alliance. Our participation is important to provide a Catholic presence. Many of the opportunities to engage cooperatively however, currently exist within our own parish.
- **Outreach Allocation Committee**
  - \$11,800 to distribute -\$9,000 to Notre Dame Tabernacle Society; \$1,400 to Family Promise; \$1,400 to Hopes Closet

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

- No report this month

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

- No report this month

➤ **Committee Updates**

❖ **Twinning Liaison** (Dennis Blake)

- **Oxen/Plow Project** – Dan confirmed with Fr. Henry that they received the remaining \$5000 for future needs. Dan has received the receipt. A donor from St. Max paid for replacement oxen who died and also paid for the celebration for the completion of the oxen/plow project. The catechists were in attendance and it was held in front of the St. Patrick’s rectory. The day was marked with much joy and gratefulness.
- **Twinning Finances** – Kyle reported that as of 2/22/2021, there was a balance of \$4271.26 remaining in the account. \$6225 was donated in December, \$750 in January and \$505 in February. \$5500 was sent for plaster and the two remaining slabs for the Science Lab.
- **Immersion Trip/Panel** – Discussion regarding the importance of the group that went to Uganda in March 2020 to share their experience with the parishioners. This would be an opportunity for people to ask questions concerning the trip and create enthusiasm for a return trip. Unfortunately, with Covid this has not been possible, but the parish is now opening up. Lakme is going to look into dates and meeting place. Continued discussion about bringing people here from Soroti. This would alternate. One-year parishioners would go to Soroti and the next time key people from Soroti would come here. There would be an expense to get them here. Dan and Bruce had met with Fr. Jim. He felt there would not be a problem with to get funds for this. Mary Jo suggesting asking parishioners if they had “Frequent Flyer” miles that they may want to donate. Once travel becomes safer as the coronavirus subsides, this will be pursued.
- **Conference Room Dedication** – The conference room dedication will be on St. Patrick’s Day, Wednesday, March 17. Mass will be celebrated at 8:30 with Fr. Simon Peter being the celebrant. Following the Mass, the dedication will take place in the Conference Room. There will be a ribbon cutting.
- **Family Connections/Pen Pal** – Connie and Carol have been working on getting additional pen pals. Connie put together a packet that could be used when obtaining additional pen pals. It included picture plus additional helpful information. They have received 10 pictures of the 25 catechists that need pen pals. Two have been selected.

Connie sent an email to all present pen pals with the future due dates for pen pal letters: March 17, June 1, September 1 and December 1. Connie also shared that she was contacted by a St. Max pen pal. Their pen pal in Soroti was requesting money and even asked to get them to United States. Fr. Simon Peter is going to communicate with Fr. Henry and David asking them to advise catechists not to ask for money, etc.

- **Catechist Support** – Dan has been contacted by a few parishioners who want to send money to their catechist. He spoke to Fr. Henry who agreed that he would receive the money on their behalf. Money can be sent through Western Union at Kroger with a debit card. Dan will advise parishioners.
- **Bibles for Catechists** – Dan reported that the bibles still have not been translated and that Fr. Henry is still in possession of the money.
- **Tuition and Scholarship Support** – Bruce distributed information/report that he received from Stephen Kitembo, Education Advisor, Soroti Catholic Diocese. Under consideration is education support for orphans at Holy Angels and others in Soroti Diocese. Fr. Jim had suggested partnering with another 501 C3 such as Unbound.
- **Thank you (Eyalama) and Appreciation** – Fr. Simon Peter and Lana have established a system to thank parishioners who have donated Ox/Plow since it is completed. They will include pictures, a thank you and Father will sign each card.
- **Exposition** – Fr. Jim suggested that the Twinning Committee sign up for a weekly hour of Adoration.
- **Ugandan Map** – Lakme will order a map to display in the conference room which shows Soroti, etc.
- **Bulletin** – Fr. Jim said it would be okay to have a half page information section on the Twinning relationship with St. Patrick's. It would be an opportunity to share culture, etc. More discussion is necessary to make this effective.
- **Twinning Committee at St. Patrick's** – Paul mentioned the possibility of having a Twinning Committee at St. Patrick's in Soroti. This would be important for continuity and continuation if Fr. Henry was no longer at St. Patrick's. Fr. Simon Peter will talk to Fr. Henry about the possibility of starting a committee.

❖ **Campus Safety Subcommittee** (Cathy Marksteiner)

- For continuity purposes, Cathy would like this subcommittee to be placed under Facilities in their quadrant; Committee members need to include first responders; training for ushers is needed: basic first aid, CPR, bleeding control, basic blueprint for medical assessment, what are their actions after 911 is called, paperwork needed as a follow up – i.e.- what was done before 911 was called; ushers must fill out forms thereby providing a continuity of care

➤ **Next Steps – The Path Strategic Plan** – (Fr. Jim and Ellen Paxton)

The Path score card; 2013 was the last scorecard update

Do we need to revise and update this process and run the risk of getting bogged down with fixing the old Path document or start anew?

Suggestion to simplify what we have accomplished through a SWOT analysis

Challenge: we don't know how the parishioners think today; we haven't asked parishioners for their input; Parish isn't asking what the needs and interests of the parishioners are

During Covid is an online survey possible?

We are no longer the same parish 12 years later after the original document was assembled

April PC meeting will devote a large block of time to this discussion

➤ **Closing Prayer**