

West Bend Parishes
St. Mary Immaculate Conception / St. Frances Cabrini
Pastoral Council Meeting

Wednesday, April 8, 2015

6:45pm

IC Hall and LMR

Katie Schaitberger, Matt Wallner, Chris Kroll, Joe Mentink, Randy Lucka, Fr Nathan Reesman, Gary Jansen, Sharyn Fonte, Don Theisen, Bob Roeker, Jerry Meulemans, Karen Gresser, Dan Schroeder, Rick Dahl, Jan Kokb, Sarah Kelly, Kay Claas, Sue Nygaard, Art Poehlman, Jill Maria Murdy, Roman Lichon, Janice Bodden, Mike Schmitt, Fr Enrique Hernandez, Joe Mentink.

Special Guest: Staff members from respective parishes

AGENDA / Minutes (in black) (Combined)

- Call to Order – Jerry Meulemans
- Welcome and Introductions
- Opening Prayer – led by Fr. Nathan Reesman
- Reminder of new members and discernment candidates (IC Mike Falkner, IC Mike Walter, SFC candidates: Kay Larson, Jered Lehnerz, Ann Marie Danaher, Lisa French)
- Approve last month's minutes (see separate document)
 - Minutes were approved from March.
- Cluster Planning
 - HA and Holy Trinity are also going through this process. In June, all 4 parishes from the Cluster will meet along with reps from the Diocese to compare with our conclusions. Sheets were to be filled out in advance. Here are the categories and conclusions from our April 8 meeting (for SFC and IC parishes):
 - i) Pastoral Leadership: One Pastor AND Associate Pastor/Parochial Vicar (both)
 - ii) Deacon(s): Serve All Parishes (4 currently, 3 active to serve all parishes)
 - iii) Pastoral Staff: Some Shared Staff (but must make it efficient – consider by position for a hybrid model)
 - iv) Administrative Services: One Certified DAS (a.k.a. One Overseer with addl. paid helping hands at each site (which promotes checks-and-balances). Then where volume of work and demands on time are low, overseer may eventually own that site's activity). We must consider all activities in the Parishes. Our Pastor would find more efficiencies in working with one 'point person'.
 - v) Parish Office: Separate Offices (approach here was that we are following the 'separate corporation' concept)
 - vi) Catholic School(s): Area Schools sharing positions and/or Governance(3rd option)
 - vii) Trustees: Both on Pastoral and Finance Councils (keep like it is) (and separate Trustees per 'separate corporation' concept)
 - viii) Pastoral Council: Joint Meeting and Separate Council Meetings (but could pare down attendees)
 - ix) Finance Council: “ “ “ “ “
 - x) Committees: Some shared
 - xi) Funding for shared Ministers/Ministries: Pastoral Care and Community Life person: Proportional
 - xii) Write-Ins: Clergy Residence (prefer space that is not also shared with parish office activities)
- Habitat and September Event Updates

- Date: Faith and Family Festival-September 20 - planning committee met and it will be held at Regner at 1 pm. Includes a 5K run/walk...Primarily sponsored by SFC and IC. All funds to Habitat for Humanity. No word from Holy Angels. Holy Trinity is non-committal but may still participate. We will move forward regardless
- Nothing signed yet with Habitat. Our ability to fund the whole house should not be a deterrent to signing a contract.
- **Joint pastoral care and IC community life coordinator hiring update**
 - Phone interviews have occurred and in-person interviews are scheduled to occur next week. Goal is to extend an offer by May 10. Many thanks to Katie for all of her efforts on this.
- **Meeting Dates for next year**
 - In-progress. Thursday evenings seem to work best. It will usually be the first Thursday of the month. H.A currently meets on Thursdays. SFC will host in the Summer / Fall, IC will host in the winter/spring
 - i) Planning to work around 3 Knights of Columbus meeting night conflicts. More to come on this.
- **Miscellaneous (if time permits)**
 - **Approving Budgets (highlights)**
 - i) SFC- Surplus budget anticipated based on trends and an increase in tithing. Reduced contribution from auction. School attendance is expected to decline slightly. No capital improvements are included. No increase in tuition is planned.
 - ii) IC – Slightly better than budget. We don't plan to tap trust funds. Next year we plan to be able to fund all ministries. Looking at trends, we expect lower envelopes, but we should be ok. Sharing of personnel is covered in the budget. Slight increase in tuition is planned.
 - iii) The committee was pleased with the news. Consensus on committee approval was gained.
 - **Finance Council Update on Capital Campaign**
 - i) Roofs, doors, air conditioning, heating, etc.....It may be time for a capital campaign at each campus.
 - ii) **Update on adult education for next year including RCIA**
 - (I) Working on formation opportunities for next year for both parishes. Biggest news is on the RCIA model. Each parish will be in charge of a different event. HA will host Fall 'Why Catholic'. Our RCIA will be for uncatechised. After 10 am mass. Sunday afternoons will be used for Adult confirmation and at the Cathedral.

Joint Pastoral Council Meetings (reminder):

Thursday, May 7th, 6:45pm IC school cafeteria and library
Thursday, June 4th, 6:45pm IC Hall and LMR

SFC Pastoral Council Agenda / Minutes (in black): April 8, 2015

- Call to Order – Joe Mentink
- March 5 minutes approval
 - Approved
- Committee Reports Most committees are meeting within the next week, so there were no reports.
 - Finance < >
 - Prayer and Worship < >
 - Catholic formation / Evangelization < >
 - Human Concerns < >
 - Stewardship < >
 - School Advisory < >
- SFC School Principal Hiring Update
 - An interview committee has been established with 3 teachers, 3 school parents, 2 at large members (1 Finance Council and 1 Pastoral Council), Rick Doll and Katie Schaitberger. We have about 10 nominations, but none that really stand out at this time. Joanna has been sending out resumes for everyone to look over and Nikki Schulz is organizing the group. Looking at a possible meeting the week of April 20th to discuss the current applicants.
- Update on 60th Anniversary Plans
 - Invitations should be distributed to all parishioners by the end of this week. The church hall renovation will be finished by the time of the celebration. The renovation is currently running over budget.
- New Member Process and Update
 - We currently have 9 member that have been invited to consider being on Pastoral Council. Four attended our meeting this evening. Others will be at the next PC meeting in May. The date for the discernment is Wednesday, May 27th at 7pm in the SFC Narthex. Janis going to invite Jim Wesp to be the Discernment Leader. If Jim is not able to be the leader, the nomination team will be looking for suggestions for another individual.
- Chairperson report
 - Joe Mentink will not be able to attend the next quad parish meeting of priests and Pastoral Council Chairs. He asked Jan Kolb if she could stand in for him. She agreed. That meeting is on Thursday, May 28th at the SFC Parish Office at 7pm. The follow up meeting to that meeting will be on June 4th to go over Cluster Plan Organization Options. The June 4th meeting is for all for Pastoral Councils and their Pastors.
- Closing Prayer

IC-specific A G E N D A / Minutes (in Black) April 8, 2015

- Call to Order – Jerry Meulemans
 - Miscellaneous-Don reported that Big Event donation is underway. Members should pay Don the \$30.
 - District 6 meeting on Monday April 13, St Killians Hartford . Gary will plan to attend.
- Absent: None
- Opening Prayer
- March minutes approval
 - Approved
- Committee Reports (none this week)
 - Finance < >
 - Prayer and Worship Next meeting is May 21
 - Catholic formation / Evangelization < >
 - Human Concerns < >
 - Stewardship (including Barton Days) Janice < >
 - School Advisory < >
- IC School Enrollment and Planning
 - < >
- New Council members
 - < >
- Reminder of committee liaison assignments for the Spring
 - i) Finance - Jerry/Chris. (Mike Falkner would be a good fit when Chris' term is over).
 - ii) Prayer and Worship – Gary Jansen
 - iii) Catholic formation / Evangelization (sounding board for mary / terri+ Jenny trim) Sue Nygaard.
 - iv) Human concerns – Kay Claas
 - v) Stewardship Core - Janice Bodden
 - vi) School advisory – Dawn Marris
 - Liaisons speak for parish council. Gather info on what is happening – initiatives ...voice of that committee for goals
 - Next Committee dates (for benefit of Liasons)
 - i) schools x/xx
 - ii) finance x/xx
 - iii) stewardship x/xx
 - iv) catholic formation x/xx
 - v) prayer / worship x/xx
 - vi) human concerns x/xx
- Closing Prayer

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