

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

Wednesday – January 7, 2015

6:45pm

IC Church Hall

In Attendance: Clifton Davis, Sara Kelly, Don Theisen, Fr Nathan Reesman, Katie Schaitberger, Fr Enrique Hernandez, Bob Roecker, Jill Marie Murphy, Mike Schmitt, Joe Vespalec, Roman Lichon, Randy Lucka, Janice Bodden, Sue Nygaard, Jerry Meulemans, Gary Jansen, Jan Kolb, Kay Claas, Matt Wallner, Art Poehlman

AGENDA / MINUTES (Combined)

- Call to Order – Jerry Meulemans
- Welcome and Introductions
- 1. Opening Prayer – led by Fr. Nathan Reesman
- 2. Review / approve Pastoral Council Norms
 - Each org will sign off on their own (both Finance and Pastoral)
 - 2 adjustments have been made recently. ‘Facilities’Reexamine School norms and the length of terms.
 - Pastoral Norms were approved by the group.
- 3. Update on budget process
 - Don updated the group. Budget calendars are different (about a month apart), but processes are being consolidated and should be completed by end of week, 1/12. Contribution trends as a budgeting tool...continue to be refined.
 - Sharing of staff is still under discussion.
- 4. Terri S. successor: Crafting language for this position
 - Question: Pastoral Associate (adult formation) Vs Pastoral Care person. Current SFC budget discussions allow for a scenario for a shared person. Survey results indicate a true need for pastoral care. Katie – Adult formation overlaps exist between the parishes for certain things that Terri currently does. Sue N: RCIA : Program is run slightly differently at each parish. Total headcount is relatively small so it favors consolidation. RCIA is but one small part of the large number of ministries. A suggestion was made to resolve this in separate sub-committee.
 - Even if Katie splits time between parishes in support of certain ministries, we still need help with hospitality, etc.
 - Cabrini really needs Pastoral Care support. This role may not require the same level of credentials Vs the Pastoral Associate.
 - Need stewardship / fellowship / hospitality role Vs the Adult Formation role (Katie thinks that this can be a shared position)
 - (Bob R.) Suggestion that we may be making this too difficult. Should we be interviewing for a full time Pastoral Care individual (split between both parishes) with an expectation that they grow into taking on some aspects of the Pastoral Associate ?
 - (Katie / Joe) Hire a ‘Coordinator’ to oversee those resources that are already in position at each parish that are exercising these ministries ? Team-up with Katie.
- 5. February 21 synod gathering and update
 - Implementation phase now begins. Starts with regional gathering with goals / expectations. Fr Nathan has been rounding up support / participation from each parish. Each participant must register online. Fr Nathan will send out the email reminder.

6. Habitat for humanity update

- Received confirmation that Holy Angels will join this initiative with us.
- No success in communication with Holy Trinity yet
- Memorandum of understanding. Progress with HFH has been slow to finalize this.
- We have not finalized this in our respective budgets, nor how we will raise funds for this (One idea is to use Outreach \$\$).

7. Spanish ministry update

- December was a huge month for celebrations and gearing up for next round of activities. 40 members has grown to 100 participants. There is a group that remains at St. Killians (Hartford).
- A committee has formed and outreach activities have begun so that the word is being spread.
- Lunch-Latino is planned for 1/18 after 9:30 mass. Please show support by attending this event.

Joint Pastoral Council Meetings (reminder):

Thursday, February 12th, 6:45pm IC school cafeteria and library

Thursday, March 5th, 6:45pm IC Hall and LMR

Wednesday, April 8th 6:45pm IC Hall and LMR

Thursday, May 7th, 6:45pm IC school cafeteria and library

Thursday, June 4th, 6:45pm IC Hall and LMR

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• Call to Order – Mike Schmitt

8. December 4, 2014 minute approval

- Need to change spelling of Jill Maria's last name.

9. Recite Mission Statement

10. Mass survey Tabulation Process – Results needed by February 12th PC Meeting

- 40 people requested more information for being Pastoral Care Ministers through the survey.
 - i) They are being contacted and invited to World Day of the Sick and then there will be a training session.
- All surveys for the month for January need to be tabulated by next Pastoral Council meeting on February 12.
 - i) Volunteers from Pastoral Council will be entering the survey results. If it is possible to do this at home, Katie will contact us and have us pick up the surveys to enter.

11. Open Council Position

- It was decided that the position left open by Stacy we will let expire. Her term ends in June.

12. PC Nomination Process – timeline

- It is time to begin the Nomination Process. Jan will contact John Goeden about the timeline that he followed last year. She will also ask if he would be able to help with the process. If he says yes, the Nomination sub-committee will be: Jan Kolb, Roman Lichon and John Goeden

13. Staff Reports

- Katie Schaitberger

- i) Fellowship team and Stewardship will be working together for the upcoming prayer campaign. 'Soup and Substance' will be held after the Sunday night Mass and help people experience different ways to pray. This will be done over a 4 week period. After that Fr. Nathan will send out a letter to ask for prayer pledges.
 - ii) There will not be a Ministry Weekend this year. Barb Vite from the Diocese indicated what we are doing does not work well.
 - iii) The Parish will be distributing prayer books: "Four Signs of a Dynamic Catholic" and Prayer for Beginners" donations were made by parish members to cover the cost of these books.
 - iv) 60th Anniversary planning is going well. It will be celebrated at a 4:30pm Mass and the move to the school. There will be an around the world theme. The event will be catered and it will be free to all.
- Jill-Maria Murdy
 - i) Overall Christmas liturgies went well. The numbers were down a bit.
 - ii) It was difficult to get people to sign up for ministry positions. She may go back to assigning all positions.
 - iii) The upcoming semester will be busy with a new sound system being put in.
 - iv) This Lent there will be Ecumenical Services on Wednesdays. It is being organized by the West Bend Ministerial Association. Possible service project of tie fleece blankets.

14. Committee Reports

- Finance
 - i) The budget is being worked on. There should be 1-2 alternative budgets to present at the Finance Council meeting on January 13th.
 - ii) Stewardship looks like it is up for December. Waiting on final numbers
 - iii) No update on the number of pledge cards returned.
- Fellowship Team (formerly Parish Life)
 - i) Working on Chili Supper at the end of January and the 60th celebration.
 - ii) Pancake breakfast.
 - iii) Possibly an event at the KC Hall.
- Stewardship
 - i) There is new signage up around the church building promoting the stewardship theme. "A Grateful Response to God's Love"
 - ii) Barb Vite is coming to the Stewardship meeting on January 20th

15. Committees not listed had nothing to report at this time.

16. Chairperson Report

- Nothing to report

17. Closing Prayer

IC-specific A G E N D A / M I N U T E S

- Call to Order – Jerry Meulemans

- Absent: Chris Kroll, Dawn Marris, Sharyn Fonte

18. Opening Prayer

19. December 4, 2014 minute approval

20. Recruitment ideas for new members for IC Council

- Chris K email / recruitment process describes Mike Falkner and Gary McCrillis as new members.
- Sue N suggested that we consider Barb E. as secretary. Fr. N suggested a better role for her might be on Stewardship. Sue will check with her before the next meeting.

21. Discernment ideas / logistics

- For this year, it was suggested to invite Mike and Gary to our next month's meeting. For next year, we should consider a more formal discernment process for new members going forward.

22. Review committee liaison assignments for the Spring

- Norms were reviewed for the 6 committees
 - i) Finance - Jerry/Chris. (Mike Falkner would be a good fit when Chris' term is over).
 - ii) Prayer and Worship – Gary Jansen (Gary McCrillis might be a good fit when Gary J's term is over)
 - 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
- Fr Nathan communicated next meeting dates
 - i) schools 1/12,
 - ii) finance 1/13,
 - iii) stewardship 1/14,
 - iv) catholic formation 1/15,
 - v) prayer / worship 1/29,
 - vi) human concerns 1/28

23. IC goal-setting for '15-'16 using surfacing graph exercise

- Chalk board talk. Describe the 'condition' of each 'ministry' in the parish.
- **Formation / Stewardship:**
 - Ascending: Life Long Faith, Fish Fries, Book handout, Sunday Hospitality
 - Peeking: Big Event, Women's Morning of reflection, School Support
 - Declining: Barton Days, Scrip, Enrollment
- **Worship:**
 - Ascending: Daily Mass attendance, Variety / selection of music, Preaching/presentation, deaths
 - Peeking: Participation at mass, Hospitality-Ushers, Eucharistic ministers, filling the ministries
 - Declining: Sunday Mass attendance, Contemporary music selection, Baptism/weddings.
- **Service / Outreach / Serving the Sick:**
 - Ascending: Hispanic Ministry, Habitat for Humanity, Senior Adult trips
 - Peeking: Twinning, Youth Outreach support, Human Concerns Outreach
 - Declining: Youth Ministry
- **General Conclusions / Goals:**
 - Build our parish community via:
 - i) Showing appreciation for volunteers and recruiting more of them

ii) Community building event (with aim of supporting the HFH outreach)

iii) Integrate Spanish community into the parish

24. Committee Reports

- Janice – Barton days – need commitment for band contract for the Polka mass. The committee confirmed that we should go forward with this.
- Sue – Christian formation – Planning for ‘Fat Tues’
- Don – Finance – Month of December turned out much better than expected. Discussions to occur regarding Spanish ministries’ contributions. Pledges (and the breakage) Vs Actuals (for not originally pledged) are almost offsetting.
- Kay – Human Concerns – Twinning – trip being planned

25. Misc:

- Confessional is close to being done.
- Sound system – Given high anticipated cost of replacement, concerted effort is being given to analyzing and correcting bugs in the existing system. Progress is being made
- Kay Claas reminded us that her new email address is: kcscwb@gmail.com

26. Closing Prayer

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