

Pastoral Council Meeting Minutes (SFC Only)

Date: December 1, 2016

Time: 6:45 p.m.

Location: SFC Saint John Paul II Room

Attendees:

Staff

<input checked="" type="checkbox"/>	Fr. Nathan Reesman	<input checked="" type="checkbox"/>	Katie Schaitberger	<input checked="" type="checkbox"/>	Rick Doll
<input checked="" type="checkbox"/>	Fr. Justin Lopina	<input checked="" type="checkbox"/>	Jill Maria Murdy	<input type="checkbox"/>	

Saint Frances Cabrini

<input checked="" type="checkbox"/>	Andrew Kolb	<input checked="" type="checkbox"/>	Jarrold Lehnerz	<input checked="" type="checkbox"/>	Matt Wallner (vice chair)
<input checked="" type="checkbox"/>	Anne Marie Danaher	<input checked="" type="checkbox"/>	Joe Vespalec (chair)	<input checked="" type="checkbox"/>	Mike Schmitt
<input checked="" type="checkbox"/>	Bob Roecker	<input checked="" type="checkbox"/>	Lisa French (secretary)	<input checked="" type="checkbox"/>	Sara Sauer
<input checked="" type="checkbox"/>	Dave Kohlmann (trustee)	<input checked="" type="checkbox"/>	Mary Herdrich (trustee)	<input type="checkbox"/>	

- Opening prayer (Joe)
- The group was updated on information gathered since the last meeting
 - Council homework results (attachment A)
 - Prayer & Worship committee suggestions (attachment B)
 - Financial context (attachment C)
 - Neighbor capital campaign egs. (St. Gabriel, Kewauskum, St. Joseph Tosa, St. Bonaface, etc.)
 - Revised recommendation for church tower (based on leaks that appeared in spring and fall only, it is likely not a venting issue, but membrane seal on roof)
- Possible new use for Ed Center
 - The possibility for utilizing the space as a jointly supported childcare center is being discussed.
 - The space is the most practical facility across the three West Bend campuses; while needing some repairs it would require the least reconfigurations.
 - Preliminary suggestions have been made for alternate locations for ministries that are currently using the space (Journey program, small groups, youth groups, etc.)
 - Legal definition of parish collaboration would need to still be worked out.
- Ministry recommendations were deferred to a future discussion, but council members were asked to keep contemplating the quantity of offerings and proportions of staff time vs. volunteer time.
- The focus for the evening was to come to agreement on facilities recommendations that could be passed on to the finance committee meeting the following week.
 - A few concepts were offered to set the tone for problem solving (being adaptable, strategic, and considerate of the interests of our liaison committees and parish constituents). An additional reference was made to Fr. Justin's homily from 10.16.2016 in which he presented the requirements for dispensing justice (the presence of reliable evidence, the power to deal with the problem, the ability to make an objective decision).
 - Discussion of each repair/upgrade was reviewed in light of responses gathered from the discussion sessions and responses gathered from the individual council member "homework".
 - Items were prioritized based on a 3 year projection and a tiered funding scenario was deemed the most realistic – combining proposals for refinancing the mortgage, doing some short-term borrowing, some targeted fund appeals or "mini" capital campaign.
 - It was noted that additional expense needed to be factored in if decision made to hire a campaign contract firm and for any additional cost of extended financing.
 - Reference the summary chart for consensus responses. (attachment D)

Next Council Meeting: Thursday, January 5th 6:45 p.m. SFC Mother Cabrini Hall

(A)

Inventory of Pastoral Council homework responses

Themes / Guiding Principles

Faith Formation

- Formation (youth and adults)
- Faith first and own it
- Education is important for all ages
- Educational opportunities are top priority (day school, religious ed, adult formation)

Campus safety and security

- Campus safety and security
- Prioritize facilities projects to ensure a safe and well maintained campus. Establish and retain an ongoing maintenance fund to give attention to projects as they arise in the future.

Ministries

- Ministries are important to our parish
- Parish has a strong desire to live inter-generationally; places importance on school, elderly outreach, ideally with combination of resources (i.e. youth serving and interacting socially with elderly)
- Any change to ministries is meaningless without community commitment to Sunday mass; be Eucharistic people devoted to Christ and the other themes come naturally.
- Foster meaningful worship and a sense of community; encourage parishioner involvement in mass with a welcoming environment.
- Service opportunities
- Active members and staff are stretched thin; need to trim ministries to those that fit our parish identity.
- Volunteers must feel ownership in the ministries of the parish. Clear expectations of time commitment and responsibilities should be conveyed to ensure volunteer time is valued.
- Fewer resources means fewer offerings; shift from mindset of more offerings equals more chances to maximize giving of time, talent, and treasure
- Maximum responsibility for mission; do it yourself vs. the need for accurate theology, legal obligations, coordination of efforts – all which require staff time
- Maximum flexibility of programming to accommodate fewer volunteers and schedules vs. the need to build in-person community

Stewardship / Giving

- Growth in stewardship – repairs and estates
- The widows might; giving what you have, if many can give what they can we can accomplish much more.
- The rich man walks away; we need to step out of our comfort zone in order to reap greater rewards, not only in giving treasure but in time.

Other

- Only what is accomplished in love has meaning
- Seek God's help as we make decisions that shape our lives and affect the lives of those around us.
- God asks us to let go of our agendas and trust that His master plan is in our best interests.
- God, please provide clarity during these difficult times.
- Call others by name; people need to be invited, welcomed and asked to volunteer not only from the pulpit but from the pews.
- Always teach; always empower; always adapt, improvise, and let go; always accept what is not perfect.

Inventory of Pastoral Council homework responses

Projects “In” - Church

- All classified as “critical”
- Tower venting
- Baptismal font repair
- Pew repair / ADA space
- Lower parking lot
- Parish office furnace, A/C
- Ed Center
- East side canopy removal
- Tabernacle move (at minimal cost)
- Ambry solution
- Lighting
- Electronic entry

*** Prioritization**

- Lighting – parking lot and Ed Center (because return on investment)
- Church soffit and roof (complete in spring to mitigate growing repair)
- Worship space (most visible to most people)

Projects “In” – School

- All classified as “critical”
- School HVAC
- School roof
- School windows
- School exterior doors

Projects “Out”

- Organ repair
- Church viewing screen
- MC Hall kitchen
- Replacement of entrance canopies
- Lower parking lot
- School interior
- School windows
- School lighting
- School A/C
- Camera surveillance

Projects “Defer” (unless funded or after mortgage paid)

- Church lighting replacement
- Church resurfacing (if doing it, sanctuary first, then aisles)
- Ed Center windows and lighting (need LT use decision before investing \$)
- Finish 2001 updates list
- All non-critical church and school updates

Funding and/or Cost Cutting Ideas

- School family sweat equity (“free” painting and small repairs of school interiors)
- Refinance mortgage (capitalize on low interest rates, use for “must haves”)
- Targeted funding (limited use, use for “nice to have” updates)
- Special appeals (targeted donor lists process, alums, school auction)
- Capital campaign (use for “should have” repairs and updates, do without contractor if <\$1mill)
- Ed Fund balance (have it, use it)
- Utilize parish contractors for discounted pricing
- 3rd source funding ideas – Brewer concessions, emphasize and simplify SCRIP program
- Add daycare (if Ed Center retained)

(B)

***SFC Prayer and Worship Committee Meeting Notes for the Pastoral Council and Facilities Cmtees
November 17th, 2016***

Regarding the Tabernacle placement:

- Can we move it to the sanctuary sometime in January of 2017 if we do no other major sanctuary work?
- Set up a temporary tabernacle, using the one for Holy Thursday, on the stand where the Holy Oils now sit, over by the font. Temporarily remove the oils.
- Move the presider's chair toward the choir.
- Purchase a new credence table for the sanctuary.

Regarding the existing tabernacle area:

- If we make a devotional chapel, tile the floor and install some sort of hard surface wall covering so that we can include more votive candles
- Include a display for the Saints relics currently in Father Nathan's office that belong to the parish
- Look for statue in the Stemper's consignment section, special donor gift

Regarding the font and ambry:

- Replace the front wooden panels on the font only; replace with some kind of tile or dark stone material
- Recommend three simple, wood and stone-top shelves for three Holy Oils to replace the existing ambry, mounted on the half walls of the ramp behind the font
- Replace existing pump controls with an electric timer

Regarding handicap seating and pews:

- Recommend working with Joe Stemper (who sold us the kneelers and installed them) on slight pew adjustments to create handicap seating spaces in the worship area.
- Recommend removing the front row of pews in all sections for more space during Communion, moving modesty screen back; remove additional two pews from front of section one;
- Switch the shorter pews that are removed from the front with some of the longer ones further back to create wheel chair niches, etc, eliminating need to shorten existing pews, etc.

Not discussed at the meeting but to be considered:

- Purchasing a new screen to replace the broken one by the font
- Including the cost of new hymnals in the fundraising schemas for the upcoming work

(C)

Overview of Parish Financials

St. Frances Cabrini Parish									
Finance Overview - Revenue and Expense by Department									
<i>(\$'s in 000's)</i>						<i>Dept Line as Percentage of Revenue or Expense</i>			
		2014-2015	2015-2016	2016-2017	2016-2017	2014-2015	2015-2016	2016-2017	2016-2017
		Actual	Budget	Budget	YTD Oct	Actual	Budget	Budget	YTD Oct
Dept 61	Administration	1,565.3	1,536.4	1,526.0	476.2	58%	59%	61%	52%
Dept 10	Sacramental Life & Worship	18.2	17.2	17.7	5.3	1%	1%	1%	1%
Dept 22	Adult Ministry	11.6	12.5	6.0	7.8	0%	0%	0%	1%
Dept 28	Youth Ministry	25.9	33.9	33.0	24.9	1%	1%	1%	3%
Dept 32	Child Ministry	29.5	30.2	45.7	24.6	1%	1%	2%	3%
Dept 34	Day School	832.8	792.8	710.2	279.4	31%	30%	28%	30%
Dept 36	Athletics	-	-	-	-	0%	0%	0%	0%
Dept 39	School Lunch	39.3	31.0	31.8	13.2	1%	1%	1%	1%
Dept 35	Child Care/Education Program	149.0	146.4	120.5	84.3	6%	6%	5%	9%
Dept 46	Elderly Ministry	0.1	0.1	0.4	-	0%	0%	0%	0%
Dept 62	Pastoral Ministry	-	-	-	-	0%	0%	0%	0%
Dept 40	Social Ministry	1.3	0.5	0.4	0.1	0%	0%	0%	0%
Dept 96	Parish Sponsored Functions/ Fundraisers	24.6	18.9	19.3	5.3	1%	1%	1%	1%
	Total Revenues	2,697.7	2,619.9	2,511.0	921.3	100%	100%	100%	100%
Dept 61	Administration	853.3	804.5	773.5	218.7	32%	31%	31%	27%
Dept 10	Sacramental Life & Worship	97.1	100.0	101.8	28.0	4%	4%	4%	4%
Dept 22	Adult Ministry	90.0	88.9	68.7	31.5	3%	3%	3%	4%
Dept 28	Youth Ministry	59.8	75.9	72.4	20.5	2%	3%	3%	3%
Dept 32	Child Ministry	48.2	54.6	54.5	18.2	2%	2%	2%	2%
Dept 34	Day School	1,354.5	1,262.9	1,230.0	417.7	50%	48%	49%	52%
Dept 36	Athletics	-	-	-	1.8	0%	0%	0%	0%
Dept 39	School Lunch	45.0	31.2	40.0	10.8	2%	1%	2%	1%
Dept 35	Child Care/Education Program	104.1	122.1	105.4	35.5	4%	5%	4%	4%
Dept 46	Elderly Ministry	1.3	10.0	3.0	0.5	0%	0%	0%	0%
Dept 62	Pastoral Ministry	7.4	31.5	29.7	9.6	0%	1%	1%	1%
Dept 40	Social Ministry	23.0	29.2	22.5	3.6	1%	1%	1%	0%
Dept 96	Parish Sponsored Functions/ Fundraisers	14.2	5.4	7.6	1.7	1%	0%	0%	0%
	Total Expenses	2,697.6	2,616.5	2,509.3	798.3	100%	100%	100%	100%
		0.1	3.4	1.7	123.0				

Note:

- Doesn't reflect time spent by total staff on each ministry (shared staff bundled in "Admin")

(C - cont.)

Overview of Parish Financials

St. Frances Cabrini Parish					
Finance Overview - Net by Department					
	<i>(\$'s in 000's)</i>				
		2014-2015 Actual	2015-2016 Budget	2016-2017 Budget	2016-2017 YTD Oct
Dept 61	Administration	712.0	731.8	752.5	257.5
Dept 10	Sacramental Life & Worship	(78.9)	(82.9)	(84.1)	(22.6)
Dept 22	Adult Ministry	(78.3)	(76.4)	(62.7)	(23.7)
Dept 28	Youth Ministry	(33.9)	(42.0)	(39.5)	4.4
Dept 32	Child Ministry	(18.7)	(24.4)	(8.8)	6.4
Dept 34	Day School	(521.6)	(470.1)	(519.8)	(138.3)
Dept 36	Athletics	-	-	-	(1.8)
Dept 39	School Lunch	(5.7)	(0.2)	(8.2)	2.4
Dept 35	Child Care/Education Program	44.9	24.3	15.0	48.8
Dept 46	Elderly Ministry	(1.2)	(9.9)	(2.6)	(0.5)
Dept 62	Pastoral Ministry	(7.4)	(31.5)	(29.7)	(9.6)
Dept 40	Social Ministry	(21.7)	(28.7)	(22.1)	(3.5)
Dept 96	Parish Sponsored Functions/ Fundraisers	10.5	13.5	11.7	3.6
Net Revenue (Expense)		0.1	3.4	1.7	123.0

Note:

- Calculations done for demonstration of proportion only.
- Each area is not expected to be financially self-sustaining.

(D)

Pastoral Council Facilities Repair Recommendations

Category	Item	Repair/Upgrade	Approved?	Estimated Cost	Parish Council Cost Approved	Funding Notes
Critical List Church and Grounds	A	Church exterior soffit and fascia repair/replace	Yes	\$35,000	\$35,000	
	B	Church roof repair (secure membrane and sealcoat)	Yes	\$15,000	\$15,000	
	C	North and south canopy at lower church entrance	Yes	\$20,000	\$20,000	
	D	Parking lot lighting (replace remaining 15 fixtures with LED)	Yes	\$2,500	\$2,500	
	E	Ed Center lighting (repair and replace with LED)	Not Yet	\$1,000	\$0	
	F	Campus door locks security system	Yes	\$45,000	\$45,000	
		Total		\$118,500	\$117,500	
Critical List School	B	School HVAC	Yes	\$337,500	\$577,500	
		School Lighting	Yes	\$240,000		
		School Windows	Yes			
	C	Add air conditioning	2 Additional	\$367,500	\$25,000	
		Total		\$945,000	\$602,500	
Tabernacle Move		Move the Tabernacle to the Altar	Yes	\$0	\$0	
		Total		\$0	\$0	
Repairs / Updates List Church	A	Corrective updates if tabernacle vacated location	Yes at minimal cost	\$350,000	\$0	For those items approved, individual donations or other means will be needed to raise the funds. These will not be included in the overall mortgage increase or targeted fund appeals planned for the other repairs.
	B	Add church tower exhaust vent solution	Not Yet			
	C	Fix baptismal font (replace wood & pump controls)	Yes			
	D	Fix organ (repair leathers & wiring, update technology)	Not Yet			
	E	Fix pews (repair joints, replace fabric, adjust for ADA)	ADA seating only			
	F	Fix audio visual (north screen, projector, speakers)	Screen only			
	G	Change lighting (replace fixtures and install LED)	Not Yet			
	H	Resurface sanctuary (replace carpet with tile)	Not Yet			
	I	Resurface aisles (replace carpet with tile)	Not Yet			
	J	Corrective updates for holy oil ambry	Yes			
		Total		\$350,000	\$0	
Other Campus Repairs and Update	A	Replace school roof (replace in sections 1-10 years)	Yes	\$200,000	\$200,000	For those items approved, individual donations or other means will be needed to raise the funds. These will not be included in the overall mortgage increase or targeted fund appeals planned for the other repairs.
	B	Fix lower parking lot (remove, rebuild base, resurface)	Not Yet	\$350,000-\$500,000	\$0	
	C	Replace school exterior doors	Yes	\$60,000	\$60,000	
	D	Fix school interior (repaint, replace cabinetry)	Yes	\$40,000	\$0	
	E	Mother Cabrini Hall kitchen (to full function)	Not Yet	\$80,000	\$0	
	F	Parish office furnace (replace remaining 2 of 4 units)	Yes	\$12,000	\$12,000	
	G	Parish office A/C (replace 4 units)	Yes	\$10,000	\$10,000	
	H	Add camera surveillance system	Not Yet	\$40,000	\$0	
	I	Replace Ed Center windows and siding	Not Yet	\$40,000	\$0	
		Total		\$832,000-\$982,000	\$282,000	
		Recommended Total Expenditure			\$1,002,000	
		Explore Daycare Options	Yes	TBD	\$0	Parish Council approved exploration of a shared daycare with Holy Angels in the SFC Ed Center. No funding approved yet, but this may need to be considered in the future.
		Current Mortgage		\$333,203	\$333,203	Balance as of 10/31/16. This number will continue to decrease each month
		Grand Total Debt Recommendation			\$1,335,203	