

Pastoral Council Meeting Minutes

March 2nd, 2023

Time: 6:45 pm

Location: SMIC Parish Hall

Attendees:

Staff

| | | | | | |
|-------------------------------------|-----------------------------------|--------------------------|--------------------------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Fr. Kevin Harmon | <input type="checkbox"/> | | <input type="checkbox"/> | Chris Chlebek (Joint finance) |
| <input type="checkbox"/> | Seminary intern Dominic Lazzaroni | <input type="checkbox"/> | (Sem. Intern) Nicholas Waddell | <input type="checkbox"/> | Don Theisen (SMIC finance) |

Immaculate Conception (Term-End)

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|-------------------------------------|---------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Joe Gresser (Trustee) 1-24 | <input checked="" type="checkbox"/> | Mary Swosinski (Trustee) 3-23 | <input type="checkbox"/> | Oscar Valladares 1-23 |
| <input checked="" type="checkbox"/> | Jean Franke 2-24 (Chair) | <input type="checkbox"/> | Bob Wenzlaff 1-23 | <input checked="" type="checkbox"/> | Melinda Jessup 1-25 |
| <input checked="" type="checkbox"/> | Mitch Ziesmer 1-24 (Vice Chair) | <input checked="" type="checkbox"/> | Kathleen Paul 2-25 | <input checked="" type="checkbox"/> | Bob Jandre 1-24 |
| <input checked="" type="checkbox"/> | Harold Siercks (Secretary) 2-25 | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |

Saint Frances Cabrini (Term-End)

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|-------------------------------------|-----------------------------------|-------------------------------------|------------------------------|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | Dave Kohlmann (Trustee) 4-24 | <input checked="" type="checkbox"/> | Mary Herdrich (Trustee) 4-23 | <input checked="" type="checkbox"/> | Lysette Kopecky 1-24 |
| <input checked="" type="checkbox"/> | Lynn Corazzi (Chair) 2-23 | <input checked="" type="checkbox"/> | Nick Shera 1-23 | <input checked="" type="checkbox"/> | Dave Zimbal 2-24 |
| <input checked="" type="checkbox"/> | Gregg Jashinsky (Vice-chair) 2-24 | <input checked="" type="checkbox"/> | Mike Murphy 1-23 | <input checked="" type="checkbox"/> | Jeff Godbout 1-24 |
| <input checked="" type="checkbox"/> | Cathy Spies (Secretary) 2-25 | <input checked="" type="checkbox"/> | Dave Vogel 1-25 | <input type="checkbox"/> | |

Meeting Topics:

- **Opening Prayer**
 - Fr Kevin open the meeting with a prayer at 6:50.
- **Review and approval or corrections to past minutes**
 - Minutes from the January Combined Pastoral Council meeting were approved as presented.
- **Adoration Chapel Review**
 - All Adoration hours have at least on Adorer assigned. However a number of hours need a second Adorer to volunteer their time.
 - The blessing of the Adoration Chapel went very well with multiple Priests and approximately 150 people in attendance.
 - After discussions at the January Pastoral Council meeting and with Adoration members it was decided that the Chapel will remain open during weather events (such as snow). If an individual has a concern about traveling to the Chapel for their Adoration time a team is ready to assume the Adoration hours so there is no pressure on coming to the Chapel. The website can be accessed to request a substitute before the weather event occurs and has contact instructions on how to reach out to the team members if needed.
 - With the Men of Christ conference occurring on Saturday, March 11th, the Chapel will have extended hours to allow individuals to spend time after the conference.
 - A book shelf has been obtained for the Chapel that will display the Prayer Intentions book, guide lines for the Chapel, and other material.
- **Dinner for 2**
 - Holy Angels used to have an annual 'dinner for two' for married couples as a way to reconnect and strengthen the marriage. It was free and limited to 40 couples, and used small tables to seat a couple with partitions arranged to provide some privacy so you could focus on each other. Typically Confirmation students would serve.
 - There would usually be a social time and speakers before the meal, with a renewal of vows afterward for those who wished to participate.

- This practice was stopped during the Covid-19 restrictions, and the discussion at the Council was if, how, and where this might be held for SFC and SMIC parishioners as a way to support marriages. No actions were taken at this time, and it will be reconsidered for a Fall of '23 or Spring of '24 activity.

- **Project Updates**

- **SFC Roof**

- Higher Ground contractors are scheduled to start repair activities on the tower roof around mid-March. This will consist of removing the stainless steel outer covering, installing a white water proof membrane, and filling the cross with a foam insulation to prevent condensation. The tower portion of the roof will take 4-6 months to complete. Interior work in the Church will start in approximately August, after the initial sealing of the roof is completed. During the recent rain event, a leak occurred in the Narthex roof and that will be addressed during this work.

- **SFC Pew Installation - Movement of Masses to SMIC/MCH**

- Pew removal is scheduled to start on Sunday, May 7th, after the 10:30 Mass. The 6 PM Mass will be held in the Mother Cabrini Hall (MCH).
- 8 AM Masses from Monday, May 8th through Saturday May 27th will be moved to SMIC. Saturday Confessions will also be held at SMIC from May 13th through Saturday May 27th.
- Saturday and Sunday Masses from May 13th through May 21st will be moved to MCH.
- The Adoration Chapel will close as normal on Saturday, May 13th, and remain closed through Wednesday, May 17th, when it is scheduled to open at 9 AM.
- Location of School Masses was discussed. Some locations mentioned were the School, combined with Holy Angles, or a trip to Holy Hill. No determination at this time.

- **Sacred Triduum/Easter**

- All Baptisms and Confirmations will be held at SFC.
- For the Washing of Feet, Fr Tom will come out to the parishioners in the pews. Additionally, he uses readers rather than a response from the parishioners so approximately seven readers will be needed.
- Although right now SMIC is not considering setting up for overflow in the gym, due to past attendance at Holy Thursday and Good Friday that is being reevaluated.

- **Council Nominations (added to Agenda)**

- We need to consider replacing those Council members that are completing their term this year and wish to step off Council, or completing a second term that will step away.
- This will be addressed during the Parish specific breakout sessions, and then we can inform Fr Kevin on how many Parishioners will be needed to start the new term in June.

- **AED Training (added to Agenda)**

- Training for Ushers on March 21st.

Breakout meeting topics: St. Mary's Immaculate Conception

- **SMIC Office/Rectory Update**

- Offices in the old School should be completed by mid-April. Only delay now is the ceiling tiles. Doors with a window are being ordered. The Offices may open initially without doors until they arrive.
- At this time the Rectory renovation project has been placed on hold. Carpets from the second floor have been removed. Demolition of the main floor is on hold until the offices are moved to the old school building. The main reason to place the remainder of the renovations on hold is to wait until the new Pastor, Fr Strand, arrives. This will allow him to make decisions that impact the budget and final configuration.

- **Front Step project update**

- The final plan has passed the first of two reviews by the City of West Bend. Our maintenance head, Russ, will maintain the General Contractor duties for the installation.
- The ground work associated with the re-grading the side of the Church that contains the monument to the unborn will occur as the Contractor is available and at no charge. Once complete, the re-grading and new drainage should eliminate water intrusion into the basement. The monument to the unborn will be restored with a larger monument.

- **Letter from Fr Tito**

- A letter from Fr Tito was read to the Council expressing their thanks for our financial support to their Parish. Twinning will have a social on March 26th with more information on the Parish we support.

- **Council Members departing**

- Two Council members' terms expire this year along with one Trustee. Trustee Mary Swosinski will stay on if asked. Two Council members term expires this year, Bob Wenzlaff and Oscar Valladares, but were not present tonight. They will be asked of their intentions to remain or not.

- **Scrip**

- Several Council members brought up the difficulty in the new system of ordering and paying for the delivery of script. Difficulties including accessing the on-line purchasing, and having to pay for individual cards to be delivered which reduce, or eliminate, any savings associated with the system.
- Although the Parish is also charged for delivery of script cards, they are received in bulk which lowers the per card cost.
- Some discussion on changing the policy to except payment by check, but holding delivery for a week. This is to prevent a recurrence when we lost approximately \$900 due to some 'bad' checks.
- Fr Kevin will discuss this with Finance to see if there are any alternatives.

- **Committee Reports: (As necessary)**

- Stewardship and Fellowship– Harold Siercks
- Prayer & Worship – Kathleen Paul

- Finance – Bob Jandre and Bob Wenzlaff

- Faith Formation – Mitch Ziesmer
 - Faith Formation met January 12th.
 - First Communion Retreat on April 15th. First Communion on April 30th.
 - Confirmation Mass at SMIC on April 21st at 7 PM.
 - May Crowning at SFC on May 3rd and at SMIC on May 14th.
 - Local Mission work June 19th through the 23rd.
 - Mission trip to Pittsburgh July 30th through August 4th.

- Human Concerns (includes Honduran Connection – Oscar Valladares and Melinda Jessup
 - Support for the Green Tree students will be a snack drive to be completed by March 12th. This supports multiple families children at the school that otherwise would not receive any food assistance over the spring break.

Next meeting: Thursday, May 4th, at SMIC at 6:45

Breakout meeting topics: St Francis Cabrini

- Lynn Corazzi will be ending his term this June and Nick Shera will also be stepping off the Council so we will need to put something in the bulletin to look for more council members.
- A question was asked about the seemingly continuous work that seems to be needed at the Little Saints facility; Several shared that they have replaced the fire alarm panel and that nothing currently is needed (outside of the HVAC unit that will go on top of the building in the future. The water leak that caused damage several months ago was covered by insurance.
- Dave noted that the new pews will be coming in May and he is looking for volunteers to take out the old pews and kneelers. Specifically, Sunday, May 7 for 12:00-8 pm and Monday-Thursday from 7 AM until 8 pm.

Committee Reports : (As Necessary)

- Stewardship and fellowship – Mike Murphy No Meeting
- School – Nick Shera
 1. Nick was excited to share that the upcoming school auction (the main fund raiser) is sold out (250 people). When it was held at the Fair Park, the numbers were up to 400, but this is a very good number now that it is held on the school grounds.
 2. The dress code vote from the teachers was almost unanimous in advocating for a formal dress code. (They feel the current dress code is ambiguous,) The vote from parents was just slightly over half, and they were endorsed by the priests and the parish council. A committee will be developed to determine the strict definitions .(it will be a formal dress code with 4 colors and a specific vendor rather than uniforms.) The plan is to implement it on “Mass” days next year, and then full implementation the following year.
 3. The Father/daughter dance was held (first time since covid) and was a great success. Plans are underway now for a Mother/son dance.
 4. The pancake breakfast was held (fund-raiser) and, now they are looking for ways in increase numbers as it is also a way to attract new families. They are looking for ideas of ways to increase attendance.
 5. No trick or treat next year, but they hope to build a float for the Christmas parade.

Prayer and worship – Lysette Kopecky (includes adoration)

The adoration part was covered earlier. Lysette did note that the Archdiocese Congress to promote Eucharistic revival will have a meeting on June 10th at the Seminarian grounds with the hope of attracting 10,000 people. She was wondering if we could possibly get a bus to attend

- Human Concerns – Cathy Spies – no Meeting, but we are expanding the “Ministry of the Month” to include Journey and other ministries on campus so in anyone has something they want to emphasize (possibly auction, or other areas that need volunteers) this could be done. Both the rummage sale and book sale are no longer being held.
- The Food and Fund drive (to collect food for the food pantry and personal hygiene supplies and funds for Family Promise) will be held March 13-19 at both St. Marys and SFC. Funds collected will be matched up to \$5000 by a parishioner, and as its “Match” month for Family Promise, those funds will be matched again.

- Finance – Jeff Godbout and Greg Jashinsky –
 1. Chris has started the initial phase of the budget process.
 2. The Little Saints is with-in \$2,000 of being profitable (which is a major accomplishment) and with some continued expansion, this will hopefully happen soon.
 3. The parish is in very good financial shape and pledges are actually up. Credit was given to Maribel and Tammy as they continued to call parish members to remind them to turn in pledge cards (whereas in the
 4. past, the service we used really didn't follow up well).
- Faith Formation – Dave Zimbal
 1. Faith formation numbers include 116 in Rooted, 34 First Hold Communicants, 26 at home students and 22 Confirmands.
 2. Confirmation will be April 21, 1st Hold Communion is April 30, May Crowning is May 3.
 3. Summer programs include the Cincinnati trip in August and local mission trips. Saints in Training will not be held this summer due to construction on the SFC campus. Families are encouraged to attend St. Borgia.
 4. Lenten events include Fr. Kevins' Wed. night series on the Mass, Stations of the Cross, and Wed. noon Rosary.

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