

Pastoral Council Meeting Notes

11/25/25

St. James Resource Room

Time

The meeting started at 5:36 p.m. and adjourned at approximately 7:02 p.m.

Members present:

Fr. Drew Olson
Alan Mahinski, Chairman
Elaine Staley
Adriana Castillo, Vice-Chairman
Adriana Cruz
Amber Cerrato
Bonnie Moschkau
Christopher Stoker, Secretary
Cesar Espiritu
Ana Michelle Guerrero-Rivera
Leticia Rodríguez

Guests

Marie Ethen, Ex Officio Member w/ the Finance Council
Joe Riorden

Excused

Chris Eshun
Mary Ann Haack

Absent

Maria Guadalupe Andrade

Approval of minutes:

- Addition was added to last minute notes under the "Scheduling the Apostolates on Sundays" section
 - We discussed whether tradition plays any role in scheduling events on Sundays that would overlap mass times.

Care Team Ministry Planning Brief

- Joe Riorden presented his mission brief to the pastoral council
- Next steps:
 - 1. Work with Cynthia to identify potential care partners and current volunteers
 - 2. Work with Melissa to schedule leader training
- Discussion occurred around how exactly we can support the needs of the Care Team

- Marie Ethan mentioned the office staff can support the Care Team with communication and outreach. The main ask was that the Care Team provide updates that the office can include in the bulletin.
- Fr. Drew filled out the Catholic Charities form to submit to Melissa giving approval from the pastoral council.

Review Mission Briefs from the Lay apostolates and the Evangelization Team

- OCIA/RCIA
 - Amber Cerrato reviewed the main objectives and outline of the OCIA/RICA process.
 - Questions:
 - How many for confirmation on Holy Saturday? Right now the number is up in the air because the diocese is deciding when and who is going to be confirmed this year.
- No more Mission Briefs were available for review during the meeting

Offertory Renewal Report

- Bonnie gave next steps
- The finance council has received the information about renewal report
- Three types of letters will be sent out:
 - Letters will be sent out to those who didn't respond. These letters will be sent out within the next month
 - At the end of the year there will be a letter sent out to the people who have not responded and who have not given
 - Thank you letters are also being drafted

Shape our Future Update

- Part of the most recent Shape our Future Report was read to the council.
 - *"In recent months, as we have continued to observe how current spaces are used, it has become clearer that the high level of external activity around St. James (including traffic, ongoing construction, local development, marathons, university athletics, and nearby concerts) makes it difficult for that site to fully meet our growing needs for evangelization and formation. For this reason, an emerging possibility is that St. Joseph could become the location of a more centralized home for our parish's ministries in the future."*
- Questions asked by the pastoral council:
 - How much into the future are we thinking to make these changes?
 - 5 years

Fundraising

- Main points to share since the council was running out of time
 - If we are going to be selling things on parish sites, we need to follow parish accounting guidelines. This means that the money has to go to the parish to support the parish and then stipends will be given out to the parish group.
 - Fundraising is for the parish and not just for a specific group or ministry
 - Meeting will be held in January with all the ministry leaders to go over this policy

Madre Peregrina Proposal

- The Diocese of Madison asked if we would host Madre Peregrina while it is in the Diocese of Madison. Specifically at St. Joseph's.
- Schedule of this Event:
 - The week after Easter through Divine Mercy Sunday
 - Mass with the Bishop: Tuesday April 7th in the Evening
- Outline of this event:
 - 30 minute Video, Mass, and a ceremony of ribbon writing
- This would be a Diocesan Event and they are in charge of promotion.
- We would present this to the parish at the Feast of Our Lady of Guadalupe
- Goals of this event:
 - Promote the devotion to Our Lady of Guadalupe to the Diocese
 - Show off our parish's extraordinary hospitality to the Diocese

Fall Festival Report

- "It went great" - Marie Ethan
- Revenue from the Festival
 - ~\$31,300
- Pfeffernusse Cookies Revenue
 - \$14,170
 - Sold 3,371 bags

Parish Hall Table Arrangement Update

- No table placements will be changed as a standard
- The storage area in the basement will be cleaned up
- Cesar volunteered to lead the curtains project. The goal is to have it done before Christmas.