

**St. Andrew/St. Mary/St. Theresa  
Pastoral Council Monthly Minutes  
April 25, 2023 at St. Mary's**

**Opening Prayer:** Father Dominic

**Attendance:** Randy Clark, Jeff Bauer, Terry Bauer, Nancy Bogenschneider, Cindy Bowe, Neil Burns, Michele Burns, Katie Feucht, Mary Jo Myers, Tracy Nadolski, John Schuller, Nathan Waas, Joan Wiese, Tami Vodak, , Pat Priest, and Father Dominic.

**Review/Approval:** The March Pastoral council minutes. A motion to approve was made by Cindy Bowe, and seconded by Neil Burns. The group approved.

**Open Forum:** None tonight.

**Committee Updates:**

**St. Mary's Advisory School Commission-** Per Katie Feucht:

Enrollment:

3K-13 registered and 3 inquiries

4K-13

5k-9

1<sup>st</sup>-10

2<sup>nd</sup>-8

3<sup>rd</sup>-4

We have 17 Choice students which is an increase from our 11 this school year.

We interviewed a great candidate for the 5K position. She is presently under contract with another school. She definitely sounded interested. She will let me know this week.

4K Aide, we interviewed 2 people and had another application come in today. I messaged one to set up an interview this week. Another candidate has no experience working with children but has a genuine desire to learn. I invited her to shadow Natasha this week for an hour to get a feel of it and see if she was still interested after getting a better feel of what it will look like.

We are in need of a new playground structure in the near future. The wood one has been repaired several times with new boards, but now the plastic pieces are breaking; the slide and the round structure on the top. I applied for two grants to fund the project; the G.I.F.T. grant from the Archdiocese for 10K. I will know if the school will receive this grant in June. I also applied for the Round Up For a Cause through Piggly Wiggly and should hear if we have been accepted soon. They meet once a month. When seeing the people receiving the

checks in the paper, the average check is around \$6K. Joanne Polzen has also expressed interest in donating to the playground structures and one that will last a long time needs to be the metal structures. They will run between \$25-\$35K. Again, I have only begun to research the structures so I am limited on the actual cost as of right now. If anyone has any connections or suggestions on where to look, please let me know.

All the lockers have now been removed. Mary's husband, Rick Torn, and Jim worked last Saturday to remove the last 75 lockers. They all sold in one day. We had a principal from the Madison area contact us and bought them all for their school. Not sure when they will be picked up yet. She has to get the details straightened out on that yet.

#### **Christian Formation/Education-** Per Joan Wiese:

Registration forms for the 2023/2024 Religious Education year have gone out to parents. Dates and times of classes for 2023/2024 are still being discussed. It would be very helpful to know if the Mass schedule will be changing. Now those classes are scheduled prior to Mass at St. Mary.

#### **Update Grades K-4:**

Katie Hintz reports that the Archdiocese curriculum has been completed and she is completing the necessary paperwork. There are just 2 students that need to complete work over the summer in order to attend classes next year with their same age peers. Katie said she is assessing the student's work and is pleasantly surprised to report that students have done a great job knowing the required material. Only one week of classes remains. Second grade is complete after First Eucharist. Katie wanted to thank Fr. Joe, the Religious Education, teachers and parishioners for their faith and support this past year.

**Update 2<sup>nd</sup> Grade Sacraments:** Classes for the second grade are complete. This past weekend, 10 students received First Eucharist. 7 students will receive on April 30<sup>th</sup>. This includes day school and CCD 2<sup>nd</sup> grade students.

#### **Update Grades 5-10:**

Matthew Schellinger reports that classes for Grades 5&6 are complete. Grades 7-11 will be complete as of April 26<sup>th</sup>. A picnic/church service is scheduled for May 3<sup>rd</sup> at 6 pm. Matthew was very pleased with a speaker (Mr. Peace) who addressed students in March. He would recommend this same speaker again next year. The Knights of Columbus have verbally agreed to cover the associated costs. Our new DRE is aware. Matthew feels that all students and teachers were very happy with how the year went.

#### **Update Grade 11 – Confirmation**

May 17<sup>th</sup> is Confirmation Day – to be held at St. Mary's.

**Spiritual Life & Worship-** Committee did not meet per John Schuller.

#### **Finance Councils (Includes Buildings & Grounds)**

**St. Mary's –** Per Nancy Bogenschneider:

1. Other than the value of marketable securities being down year over year, the balance sheet appears to be fine. We would be in the black \$8,500 for net income for the first 9 months if the market value gain was excluded. Weekly stewardship is down almost \$24,000 year over year and \$19,000 compared to budget.
2. Rick will start working with Mary and Kelly on the 2023/24 budget.
3. Projects that remain to be completed include the following:
  - a. Church bathroom upgrades are completed except for installing baby changing table. A big thank you to Jim Cinamin for all his help.

- b. Lighting for Church statues – Jeff. Will be a winter project.
4. Cleaning and updates to rectory offices – Rick will investigate adding small water heater to both buildings. On hold.
5. Mary Jo recommended that at a minimum, the office bathroom be repaired and painted. (On hold pending consolidation decision) Dave and Rick
6. Projects that will need to be considered in the future include
  - a. Refinishing or replacing church pews. Quote from Gunder to replace \$96K, refurbish \$66K or refurbish pews/replace kneelers \$78K. Included in capital campaign. Andy highly recommended that we keep the Church open if we go ahead with the project
  - b. Repairing concrete cracks around the school and church. Received quote from Hechimovich Masonry. Waiting for work to start in spring.
  - c. Repair/replace office roof due to wind damage. Jeff replaced shingles, but noted roof was in poor shape. Two quotes with Skyline at \$13,800. Will put on hold pending facility expansion direction.
  - d. New chair and table for Fr. Joe in Church – Jeff looking into refurbishing
  - e. Repair of parking lots in 2023 – Rick to get quotes.
  - f. Water leakage around school foundation (monitor)– Jeff and Rick
  - g. Keyless entry for school entrances – Mary and Jeff recommending upgrades to two main doors and gym door at this time. Quote needs to be updated to reflect this.
  - h. Father Joe would like to have a handicap ramp added to the Rectory – Jeff
  - i. There was some confusion relative to the school fire alarm system. It is operational and tested on a regular basis.
  - j. Need to replace two furnaces in Church due to cracked heat exchanger. Jeff will place an order with Sure-Fire.
7. Deb Helmbrecht attended the meeting to talk about bingo with Julie passing. She has volunteered to submit paperwork to the gaming commission, and to draft an e-mail asking for help to continue running bingo.
8. Meeting was held with Mary, Andy Gaertner from Archdiocese, School Board committee members and Finance committee to discuss facility expansion options. NOTE: Mary did comment on this at the October meeting. She would like to offer classes through 6<sup>th</sup> grade and find space for daycare. Three rooms to split up infants, toddlers and preschoolers in about 2500 to 3000 SF of space. Religious education, administrative and parish center needs also should be considered, along with traffic flow. Excel Engineering will be asked to provide some high level conceptual options. Father Joe approved conceptual design. Jeff will get contract signed and back to Excel.
9. After reviewing three bids for lawn care, we will have Paul’s Lawn Service perform the work at \$350 per session.
10. New business – Mary Jo would like to see a take and return library book station placed in Church, and Father Joe would like to have a security fence in the hallway when the gym is being used during school hours by outside groups (i.e. funeral lunch)
11. Next meeting is scheduled for May 9th at 6:30 pm at St. Theresa

Proposed Agenda:

1. Approve April minutes
2. Review financials
3. Review status of open projects

4. Facility planning for school/daycare/religious education/admin/parish center
5. Discuss interim facility plans for office staff

**St. Andrew's- Per Terry Bauer:**

- Financial information – The financial statements through 3/31/2023 were unavailable. The budgeting process for the 2023/2024 fiscal year has begun.
- Capital campaign - The information was sent to the Archdiocese last week for approval. The list included three items but Terry did not know which of the items from the five year plan were included.

**Pending or Completed Items since last meeting:**

1. Pending - Judy B suggested we look into tiling the wall in the kitchen by the coffee pots and also the wall under the serving counter for easier cleanup. A less costly option discussed was washable paint.
2. Pending – In Spring, Greg H will caulk the parish hall gutter that is currently leaking and causing ice.
3. Pending – Church carpeting will be scheduled to be cleaned in May or early June. The last time it was cleaned was 2016 by Flyway Carpet Cleaning.
4. Pending – Mike from Bat Specialists will send a quote for closing up any openings that allow the bats to enter.
5. Completed – Floor scrubber issues have been resolved. Greg H and Allan Bauer take care of plugging it in when the battery needs charging. It should not be plugged in at any other time so Debbie will post a sign noting this.
6. Completed – Church doors are not locking. Update: On March 21st, Greg K met with the man regarding the locks and there was a switch in the wrong position. He will send documentation along with his bill so Greg K can better address any issues.
7. Pending - Snow removal for next year. This will be a paid position at \$25/hour that covers the sidewalks (church, rectory, and hall) and the area in front of the rectory garage. The parking lots are taken care of by Waas. There is a riding snow blower they could use. Greg H and Debbie were each going to contact a couple of people they thought may be interested.
8. Completed - Two small tables were purchased to be used as drink stations for various events i.e. funerals.
9. Pending - Greg K will take care of moving the large chest freezer from the rectory basement to the garage. The small freezer in the hall will be moved to the rectory for Fr. Joe to use.
10. Completed – the kitchen floor tile was repaired.

**New Business:**

1. The downspout on the southeast side of the church was separated which allowed water to cause brick damage. The downspout was fixed by Greg K and Brian Waas. A representative from Holton Bros will be there on Monday, April 17th to give an estimate on repairs.
2. The lights on the Rose window are being replaced by LED as they burn out. The cost for two lights and the inserts is \$342.28.
3. Greg H will contact Matt at Great Lakes Roofing regarding the blacktop repair job they did last Fall that we are not satisfied with.

4. Terry received an approximate estimate of \$15,000 for replacing the sound system in church.

**Five Year Plan:** (to be submitted to the Archdiocese by April 5th with cost estimates) We determined some rough estimates for the work that needs to be completed but need clarification on what items can be submitted for the upcoming Archdiocese Capital Campaign.

1. Concrete work - front, sidewalk on the south side of the church, steps from both the priest's sacristy and the server's side, possible prayer area off the southeast side of the parish hall. - \$70,000

2. Rectory updates – flooring, furniture, window coverings - \$15,000

3. Electrical updates in church - \$100,000

4. Ramp repairs - \$30,000

5. Stairway to choir

6. Church & parish hall signage

7. St. Mary school support

**Upcoming Projects:**

✓ Painting of bathroom walls.

✓ Spring project: Cornerstone – Greg H will work with Don Hilgendorf.

✓ Spring – Grounding down the stumps from the trees that were removed. Work will be performed when weather permits.

✓ Painting in parish hall.

**St. Theresa's-** Per Cindy Bowe, they did not meet yet. The committee meets on 5/17 to work on the budget.

**Human Concerns-** Per Mary Jo Myers:

Human Concerns meeting minutes from 4-19-23

1. Attendees included Mary Jo Myers, Carol Smith and Judi Hammond. (and Courtney Renderman also)

2. Mary Jo went over the areas that Human Concerns has been involved with in the past.

3. Discussed potential donation drives to hold and how to involve entire community in them vs. just the parishes. Carol stated that maybe we could advertise the drives in the local paper to increase involvement with the drives. Carol also mentioned if we could maybe add a drop off box at the Library to help include the entire community in it, or maybe reaching out the other parishes within the community also and having drop off boxes at their sites.

4. Discussed the Fair Trade non-profit and what we might be able to do to promote purchases to support them.

5. Discussed giving tree and if Human Concerns is needed with coordinating any of this. Someone will need to reach out to Jackie VanKray to see if help is needed with this.

6. Another one of the non-profits discussed was the Mental Health just started in Mayville. We would like to get more information on them to reach out to them to see what their needs are and if Human Concerns would be able to help.

7. Next meeting is scheduled for May 11th at 5:30 pm

Proposed Agenda:

1. Decide what charities to hold donation drives for next year
2. Plan how/when to hold a Fair Trade sale through the fairtradefederation.org site

(There was discussion as to whether our churches should have an “Emergency Response Group”. This team would help parishioners if there was a fire or tornado in the community. John Schuller will bring a proposal to the next meeting.)

**Stewardship-** Neil Burns stated there was no meeting.

### **Senior Group-“Generations of Life-Seniors Rooted in Christ “**

Initial Meeting: April 20, 2023

A meeting was called by Fr. Joe regarding the formation of a senior group for the parishes of St. Andrew, St. Mary and St. Theresa.

The chosen name for this group is: “Generations of Life – Seniors Rooted in Christ”

Those in attendance for the very first meeting:

Fr. Joe

Patti Wells

Joan Wiese

Chris Winkelman

Celia Knoll

Mabel Billington

The first order of business was selecting a name for the new group. All present voted in favor of the chosen name.

Per Fr. Joe, this group must be 100% self-sufficient/self-sustaining. Fundraising and donations will be key to keep this group active and growing.

The next order of business was to establish goals for this group.

The three goals were chosen to be:

1. Evangelization
2. Socialization
3. Fellowship

Activities were discussed. Listed are some of the activities discussed. ( It was agreed that activities will most likely evolve as this group grows.)

Games/Cards

Crafts

Blood Drive

CPR training

Guest Speakers (Podiatry, Police, Fr. Joe)

Fashion

Music/Dance

Home Visits

Day Trips (Amish, Movies, Casino, Holy Hill, etc.)

Food (potlucks, picnics, coffee and pastries)

Time and frequency: Will depend upon the activity and level of participation. It was decided to keep activities on the weekdays – Monday thru Thursday for the time being.

Location: Use of the current church hall locations/facilities of the three parishes at no cost. Fr. Joe advised St. Mary is most-likely not available during the week, due to school. Summer availability should be planned in advance to make sure we are not in conflict with anything the school may have planned. Rotating locations will be done as much as possible.

The next order of business was to elect a Director and Committee for this group.

Patti Wells was elected as the new Director.

Committee Members are:

Mabel Billington

Celia Knoll

Kathy Schauer

Chris Winkelman

Pastoral Council Representative and Support: Joan Wiese

Spiritual Director: Fr. Joe

(We would like at least one representative from St. Theresa to join this committee. )

The weekend of May 6-7 will be Introduction Weekend to all of the parishes. A short speech will be given at each mass with accompanying survey forms in each pew...requesting the level of interest by our senior church members.

Contact information for all members was discussed and documented.

Fr. Joe will hold the Official Group Structure in his possession.

The next meeting of our group has been scheduled for May 18, 2023 at 3 pm in Fr. Joe's office, where results of the surveys will be discussed.

**Scholarship:** Per Tracy Nadolski:

The paperwork is complete. It is possible to make this available this May. Tracy can get the information out to school counselors. The plan is to have one candidate from each parish. (and that perhaps it will be a \$500 scholarship per each for this year.) There are some parishioners who have mentioned donations to this fund, however, this is not concrete yet.

**Old Business:**

1. Tami Vodak updated us on the Parish Directory. It has been sent to the company, and she received confirmation that it was received. The company stated that they have a turn-around in 20 days. She and Tracy will proof and distribute for St. Theresa and St. Andrew. She requested a representative for St. Mary's, and Nancy Bogenschneider volunteered. Tami will give an update next month.
2. Parish Charities- After much discussion, these are the charities that were chosen to support this year:
  - Mayville Food Pantry-113 N. Clark St. Mayville, WI 53050
  - Trinity Community Center-6409 County Rd. P, Mayville, WI 53050
  - Lomira Area Food Pantry-300 Church St., Lomira, WI 53048
  - Light Ministries-Emily Gonzales, (920)212-1412, [info@lightministries.us](mailto:info@lightministries.us), [www.lightministries.us](http://www.lightministries.us). Currently, she has been offered space for her practice at 130 S. Main St. Mayville.
  - Honduras Well Projects-[www.honduraswellprojects.org](http://www.honduraswellprojects.org).

Father will work with the trustees to take money from the General fund before June 30<sup>th</sup>. This will be on the agenda next month to finalize.

3. Pastoral Council and Trustee Nominations-Notification was in the bulletin, that nominations were needed. Nancy had the lists of nominees for each parish. St. Mary's needs one trustee, St. Andrew's needs one trustee and one council member, and St. Theresa's needs one trustee and two council members. Randy will make the initial contact with these candidates. There is a questionnaire that can be used. These candidates will be voted on by the parish members in May. Discernment takes place in June. Father requested that we all be mentors to the new candidates.
4. No one seems to know what happened to the old parking sign to reserve a spot for Father at St. Mary's. John Schuller volunteered to have a new one made. There is someone who volunteered to install it.
5. The Cornerstone Award was already mentioned in the bulletin. People can go on-line to nominate someone. Or else they can just write it on a slip of paper and drop it in the collection baskets. These nominees must be parish members, and people should write why they qualify, or how they have served their parish. This will be discussed more at the May meeting. The vote will also take place at that time.

**New Business:**

1. Discussion on the Secretary position -Council members decided that this position would be posted on Wecan and Indeed to get more candidates. Father has job descriptions from the Archdiocese. It is preferred if possible to fill this position with a parishioner.



2. New Mass times were discussed to allow Father time to meet and get to know his parishioners. For now the decision was to have “summer hours”. St. Andrew’s Sunday mass will be moved up to 7:45am, St. Theresa’s will be kept at 9:15am, and St. Mary’s will be moved to 10:45am. Saturday mass will stay at 4:30pm. This will start the weekend of 6/3 and 6/4. These times will be re-evaluated at the end of the summer.
3. Father took some time to express his gratitude to all who helped with the Lenten services, and all who helped him in the absence of a church secretary.

**New Business:** Father stated that he recently attended a meeting with people from the Archdiocese. He stated that each parish will need four members to make phone calls to parishioners about the Special Collections Campaign.

**Announcements:** none

**Prayer Assignment for Next Meeting:** Neil Burns

**Adjournment- Closing Prayer:** Father Dominic

**Next regularly scheduled meeting:** May 23, 2023-6PM-St. Theresa

Minutes respectfully submitted by Pat Priest, mpriest@live.com.