

**St. Andrew/St. Mary/St. Theresa
Pastoral Council Monthly Minutes
January 24, 2023 at St. Mary's**

Opening Prayer: Pat Priest

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

Guest: Dave Van Krey

Review/Approval: The November Pastoral Council Minutes. A motion to approve was made by Mary Jo Myers, and seconded by Neil Burns. The group agreed.

Open Forum: Dave van Krey attended the meeting to request assistance with the Confirmation Program. On February 15th, the confirmants are interviewed with a predetermined list of questions. In the past, council members have assisted with this part of their program. Father and Dave will be present and he needed three members of the council. Neil Burns, Cindy Bowe, and Pat Priest volunteered. This process takes place at St. Mary's church from 6:30PM until perhaps 8PM. The questions will be emailed to the interviewers prior to the meeting.

Committee Updates:

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

It is Catholic Schools Week. There are festivities including Open House on Sunday, Jan. 29th from 11am to 3pm, and Mrs. Kim's Amazing Animals from 12:30-1:30pm.

A new plan is being drafted for drop off/pick up time to prevent accidents.

3K and 4K registration is taking place. Right now there are already 12 students for 3K, and 15 is maximum before another aide is needed.

Thanks to Mary Yauck, the annual fundraiser is very successful, with \$18,625 already collected. Mary Yauck is also applying for the Piggly Wiggly Round up to help with the playground project.

The school is still actively looking for past alumni.

The Daycare still needs help.

There is training taking place on January 30th from 4-7pm in the school gym. This training is required for volunteers to work in the school classrooms, assist with field trips, etc. For years these "Angels" have made a huge impact on students' lives. Anyone interested in this program should contact Danielle Wiedmeyer.

The Cribbage Tournament will be held Feb. 25th at St. Mary's School, and more information is in the bulletin. Danielle Wiedmeyer is heading this project.

The Don Ramon "Eating for Education" fundraiser is scheduled for Feb. 9th, 11am to 9pm.

Christian Formation/Education- Per Joan Wiese:

Katie Hintz reports all is going well in the K-4 Program. Katie held a teacher's meeting this past Sunday morning, all teachers seem to feel confident at this time. They also discussed the Mardi Gras event further. 1st Grade Teacher Leah Brooks had her baby recently and all is going well for them. Her mother-in-law Liz Hoffman team teaches, and the two of them feel comfortable with this addition.

Update Grade 2 (Sacraments):

A preparation class will be held tomorrow evening, Jan. 25th for all students who will receive their First Eucharist. Jessica Janssen is teaching Grade 2 and has been happy with how First Reconciliation education went, she is hopeful First Eucharist will go just as well. A First Eucharist Mini Retreat is scheduled for March 25 at St. Mary.

Update Grades 5-10:

No update received from Matt Schellinger. However, Father stated that there will be a training class for servers on 2/8/23 at St. Mary's. Students must be in 4th grade or older to participate.

Update Grade 11: (Confirmation)

No update from Dave VanKrey at meeting, however see "Open Forum".

Spiritual Life & Worship- Per John Schuller:

Thanksgiving mass was held at St. Andrew's.

Advent—went well. Booklets were well received.

Christmas—churches were decorated very nicely. None of the 4 masses was totally full. 4:00 p.m. at St. Mary's probably had the most people. Christmas Eve--4:00 p.m. at St. Mary, 6:00 p.m. at St. Andrew and 9:00 p.m. at St. Theresa and also 10:30 a.m. at St. Mary on Christmas Day.

New Business:

More servers stepped forward at St. Andrew's and St. Theresa's and they are trained. Evie has a list of new young people who would like to serve and she will set up a training date with them and Fr. Joe.

We want to make a list of activities for Lent as Kathy had made up in the past, but will need to have Fr. Joe's input. We have a lot of questions. Evie will contact him to setup a date with the four of us for that meeting.

Ash Wed. is Feb. 22 and the decorating people are in place for that.

Evie has ordered Lenten booklets that will be available the weekend before Lent.

Evie will check with Julie about ordering the palms for all of the parishes.

Evie/Diane will check about palm plants for St. Mary's. We will no longer use the palm trees made of paper bags.

Pastor's Report: none

Parish Council Report: none

Other Business:

Evie/Diane will talk to Fr. Joe about the Feast Day Celebration for St. Mary's.

Mystery of Faith Booklet: Discussed Page 84. Next month we can look at Page 85.

Day of Reflection for Ministries—on hold

Goals:

1. **Encourage Prayer & Worship members to attend workshops offered by Archdiocese, LARCSWORC and others that will help us to understand liturgy and effectively plan for the seasons.**
2. **Environment – continue to work on this to make worship space welcoming and enhance worship experience.**
3. **Music – continue to develop this ministry**
4. **Youth – look for ways to include youth in liturgy**
5. **Commissioning of Ministers**
6. **Be on top of what's happening in our world and be aware of the service aspect of reaching out to others, whether in prayer opportunities in church, collections of food, clothing, money, etc**
7. **Outreach**

Finance Councils (Includes Buildings & Grounds)

St. Mary's –

1. Father Joe reviewed our fund-raising goals from the archdiocese. Our goal is \$461,000 over 5 years, with 60% staying with St. Mary. Early April kick off.
2. Other than the value of marketable securities being down year over year, the balance sheet appears to be fine. We would be up about \$17,000 for net income for the first 6 months if the market value gain was excluded. Net Scrip sales and reimbursements from St. Andrew's and St. Theresa's are still lagging. These two items would put net income in the black by at least another \$11,000 for the first 6 months.
3. The installation of the new school PA system is near completion.
4. Projects that remain to be completed include the following:
 - a. Church bathroom upgrades. Vanity, bench, mirror, lighting and painting in women's room and painting in mens. Winter project for Rick and Dave. (Katie mentioned that there is an infant changing station available in storage. It only requires installation.)
 - b. Moving of the storage shed back onto the asphalt behind school. Completed. Thanks Nathan!
 - c. Lighting for Church statues – Jeff. Will be a winter project.
5. Cleaning and updates to rectory offices – Rick will look into adding small water heater.
6. Mary Jo recommended that at a minimum, the office bathroom be repaired and painted. (On hold pending consolidation decision) Dave and Rick
7. Projects that will need to be considered in the future include
 - a. Refinishing the church pews due to all the disinfecting. Replacement pews will run \$250 to \$300 per foot. Repairing of kneelers is probably the biggest issue. Looking for some guidance from Jeff.
 - b. Repairing concrete cracks around the school and church. Received quote from Hechimovich Masonry. Waiting for work to be started. Now spring.

- c. Repair/replace office roof due to wind damage. Jeff replaced shingles, but noted roof was in poor shape. Waiting for second quote. First came in at \$10,000.
 - d. New chair and table for Fr. Joe in Church – Jeff looking into refurbishing
 - e. Repair of parking lots in 2023 – Rick
 - f. Water leakage around school foundation – Jeff and Rick
 - g. Keyless entry for school entrances – Jeff is getting quotes
 - h. Father Joe would like to have a handicap ramp added to the Rectory - Jeff
8. Nancy kicked off the all cash fund raiser, with drawing in March.
 9. Discussion revolved around updating of office building. Andy recommended we hold a meeting with Father Joe, Mary Yauck, school advisory board and interested parents to better understand the vision of the school and daycare in the next 2 to 5 years, so that good decisions can be made relative to facility needs. Rick will ask Mary to set up. NOTE: Mary did comment on this at the October meeting. She would like to offer classes through 5th grade and find space for daycare. Three rooms to split up infants, toddlers and preschoolers in about 2500 to 3000 SF of space. NOTE: Will have to discuss this at February meeting due to lack of time.
 10. We will need to find a new lawn care person for 2023. Julie will post a note in the bulletin. Thanks for your many years of service Dan!
 11. Jeff informed me that we have a cracked heat exchanger for the furnace in the Church mechanical room. Will ask Ahern for quotes to replace.

St. Andrew's- Per Tracy Nadolski:

- Financial information – The financial statements through 12/31/2022 were reviewed. On the balance sheet for the fiscal year end, \$59,796.34 was moved from the General fund to the Restoration fund in order to have a positive ending balance.
- Tracy was going to check into the Gas/Electric Utilities account since October and December's amounts were at least \$2,000 but November was \$131.
- Fr. Joe reviewed our fund-raising goals from the Archdiocese. Our goal is \$444,760 over five years with 60% staying with St. Andrew's. The early kickoff will be in April.

Pending or Completed Items since last meeting:

1. Pending: Concrete work will be added to our tentative five year plan for items that need to be addressed at the church, rectory and hall.
2. 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. Debbie will check with Greg K if this is a project that we could do instead of hiring someone.
3. Pending – Rearranging the items in the kitchen so it easier to identify which items are off limits to renters - Judy Rose & Mary (Roger) Wondra are coordinating funeral luncheons so we will work with them on this project.
4. Completed - A fish fry fund raiser will not be happening due to the high cost of fish at this time and the lack of profit.

New Business:

1. There is an outlet in the kitchen on the west side that is not working.
2. Judy B said the gutter above the hall entrance is leaking and causing ice. Update: Greg H checked it out and will caulk it in the Spring.
3. Church carpeting needs cleaning. Sue will check when it was last cleaned.
4. Fr. Joe would like the west confessional to be cleaned out so we are able to hang some of the priest's vestments in it that do not fit in the sacristy closet. Debbie will purchase totes so the Christmas trees can be stored in them and then moved out to the hamburger shack instead of in the confessional.
5. The hot water heater in the boys' sacristy will be removed since due to lack of use, the water has an awful odor. If warm water is needed, it will be taken from the bathroom.

Five Year Plan:

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.
2. Church sound system
3. Rectory updates
4. Elect Electrical updates in church – Greg K obtains electric supplies from Riley so he will check if they have the expertise to review the church electric work.
5. Church & parish hall signage.

St. Theresa's- Per Cindy Bowe, there have been some conflicts with schedules, so they are first meeting on Feb. 1st.

Human Concerns-Mary Jo Myers reported:

She may have found a few people interested in this committee. She needs Lisa Hoffman's phone number, as she has questions for the previous liaison.

Pat Priest shared information from Patti Weinberger on St. Vincent's statistics :

They received 31 calls in November, and assisted with \$2,605 in rental assistance and 6 store vouchers.

In December, they received 18 calls and helped with \$600 in medical expenses ,6 store vouchers, and 5 gas cards.

There were questions as to whether there was a number in the Bulletin for people in need of services to call, and the council was wondering who is on the St. Vincent's team. (Note: There is a phone number in the Bulletin for St. Vincent de Paul. It is (920)387-2920 Ext. 104.)

Stewardship- Neil Burns reported that this committee still needs participants. (In fact, he stated that Karen Bodden who is interested in joining the Council, was a former member on this committee.)

Old Business:

1. St. Andrew Feast Day Celebration-debriefing per Nancy Bogenschneider, and lessons learned for future events.

Sunday, December 4, 2022. Church attendance: 380, Dinner: 240 guests. Once the celebration date was established, Father Joe contacted Bishop Haines to request that he preside over the Mass & Benediction, if available. 4-6 weeks ahead of the celebration, a notice was placed in the bulletin each week inviting everyone to join us for the event. Gave the place, date, time and a brief description of the morning's events.

LeRoy Meats was contacted two months in advance to schedule the catering of a meal for 250 people. 50 hot dogs & buns were also ordered. The catered meal included: a vegetable, mashed potatoes, beef tips in mushroom gravy, dinner rolls with butter and baked cod. Plates, napkins & utensils were also provided by LeRoy Meats. Had way too much cod, one piece per person would be sufficient; could have used more hot dogs.

Blessed Trinity Parish of Sheboygan Falls was kind enough to loan us their canopy and some ribbons for our celebration as we did not have time to have our own made. We will have a canopy and ribbons made before our next celebration.

200 cupcakes were purchased from Piggly Wiggly. We also served 8 dozen fish cookies and 2 dozen gluten free cookies which were made by parishioners.

We purchased seven gallons of milk, coffee (regular & decaf), one large bag of ice, one large bottle of both ketchup & mustard for the hot dogs. We made 200 regular cups of coffee & 50 cups of decaf. The catered food was served from the kitchen by volunteers. Milk, coffee & dessert were served from tables set up outside of the kitchen. Pitchers of ice water were placed on the tables for guests to help themselves. 12 -15 people were needed to help serve the food, man the milk & coffee table, clean up after guests and do dishes. An extra person or two are needed to help make sure that people do not park in the cemetery.

Tables, chairs & decorations were set up the day before. Usher captains were called and had a meeting ahead of time as to how set up and the mass would be handled. The captains, along with their team members who could make it, came to the hall and helped the committee & other volunteers set up.

Placemats were made which included the history of St. Andrew. White table cloths, fish nets (for table decorations) and ribbons carried in the procession were ordered from Oriental Trading. We also had Religious Ed students make paper fish for the tables. Both the fish nets and ribbons can be reused.

A "Free Will Offering" basket was put out, pull tabs were sold and a 50/50 raffle was done. This was approved by Father.

Programs were made for the mass. The program also included words to each song used for the Eucharistic Procession and Benediction. The program creator needs to meet with Fr. Joe & Betty Krahn to discuss which hymns, responsorial psalm and acclamations will be sung. Betty & the choir need to be given copies of the program.

Practice was held in church the day before the celebration for anyone involved in the mass or procession. This was very helpful and necessary.

Persons needed to help with the mass and procession: 1-cross bearer, 2-flag bearers (Papal & American), 2-candle carriers, 1-incense holder, 4-canopy carriers, 1 or 2 readers and the choir. Someone is needed after communion to thank the Bishop, Clergy, etc. and explain the procession order to everyone. Ushers need to be made aware of how

Communion will be distributed ahead of time so that they can properly direct the congregation. During the procession, the cross bearer needs to keep a steady pace but also watch to make sure that the Bishop is in sight. The canopy along with the Bishop and Blessed Eucharist needs to be last in the procession.

Fr. Joe would like an ad containing the date and brief details about our future feast day celebrations put in our local paper along with having a bulletin ad sent to neighboring parishes. This can be done 2 – 3 weeks prior to the celebration.

We need to get more students involved in future celebrations - in the procession and helping with the set up and clean up.

Fr. Joe asked that a couple of team members from the St. Andrew Celebration also help with the St. Mary Feast Day to help train them. The same will be done to help St. Theresa with their celebration.

(Addition: One disappointment was that only 4 of the 13 confirmation students participated.

An idea presented was that photos of the first celebration could be placed in the Dodge County Pioneer, and that would be great advertising for the next one.

Bishop Haines sent a very nice appreciation letter after the event to Father Joe.)

Father also noted that Pam Fox is willing to make our parish canopy for future events. The Knights of Columbus have offered to cover the expense. (It will be white and gold, so appropriate for all 3 parishes)

2. Committee Organization

Per Pat Priest, Karen Boddin from St. Theresa's, is interested in being a candidate for either the trustee or council member position. She has been on the Pastoral Council in years past, and she actually attended several in-services taught by the Archdiocese that explain all the committees and their responsibilities. She could be a good reference for the current council.

New Business:

1. St. Theresa Trustee position situation review.

In discovering that Greg Petri actually went off council in June 2022, it was determined that the vacancy needed to be filled. The St. Theresa council members began a search for parishioners that may be interested to serve in the trustee position. Michele Burns graciously agreed to fill this position. Father Dominic shared at this meeting that for future reference, the trustee position is actually a legal position with certain rules. Normally, in the spring there are nominations, an election, and a trustee needs ten people to vote for them. If there is no one voted for, a pastor can appoint someone. At the February meeting, the process will begin with the collection of nominations, etc. for the open positions that will come this June.

2. Facilities Review, including discussion on renovations of current buildings.

After much discussion, it was decided that there probably should be a separate 2-hour meeting set up to discuss the 5-year plan for renovation of buildings. Members should come with quotes for the cost of certain projects, such a new sound system for a church. Money should be earmarked for particular projects. Council members, Finance committees/ Building and Grounds teams, the school principal, and

parishioners should all be welcome to attend and give input. Father reminded us that handicap access must be included in quotes.

3. Scholarship Committee Development-explained by Father Dominic

Father stated that he will start to mention the Scholarship fund on the second Sunday of February at masses. Most likely, there will be \$1500 distributed among 3 chosen candidates. Tracy Nadolski, Randy Clark, and Tami Vodak volunteered to be on the committee. The committee looks at applications, and the students must submit an essay on their faith, with a specific question. This will all be formalized in February, the end of April will be the deadline for applications, and the scholarships will be awarded in May.

4. Special Collections Campaign-explained by Father Dominic

Father stated that kick-off for this campaign from the Archdiocese is in April. Each parish has a goal with pledges for a five-year period. 60% of the money collected is returned to the individual parish.

5. Fun night for all 3 parishes-Father Dominic.

Father spoke of a "Trivia" night that not only unites all 3 parishes, but should include all age groups. Categories for trivia can be things like the Bible, food items, sports, movies, etc. Consensus seems to be this should occur in fall of 2023. (possibly Oct. 14th?)

6. Senior Group Discussion-Father Dominic.

Joan Wiese states that she may have a person interested to be the leader of this group.

She did state that the person would like a little more information. Father stated that this group would be self-funded. They may have Bible study, guests like Police officers who come and explain scams targeted at senior citizens, "Mass and Muffins", potlucks, picnics, trips to visit churches, etc.

Announcements:

Easter is April 9th, and lists of activities are being worked on.

Due to the fact that there are multiple activities taking place in May, it was decided to postpone St. Mary's Feast Day celebration until the first Sunday in December.

There is still a search going on to fill the DRE position. This person will have to attend special training for this position, and the hope is to fill it by the end of the school year.

Prayer Assignment for Next Meeting: John Schuller

Adjournment- Closing Prayer: Father Dominic

Next regularly scheduled meeting: February 28, 2023 at St. Theresa's.

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