

## St. Andrew/St. Mary/St. Theresa

### Pastoral Council Monthly Minutes

March 28, 2023 at St. Andrew's

**Opening Prayer:** Nathan Waas

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

**Review/Approval:** The February Pastoral Council minutes. After several corrections were made, a motion to accept was made by Neil Burns, and Tami Vodak seconded. The motion to pass was made by the rest of the council with the changes incorporated.

**Open Forum:** None today.

#### Committee Updates:

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

- March 14, 2023: meeting regarding expansion/remodel of school. 5:00 pm in school gym. Several school and parish committees will be in attendance. We will need members of School Advisory Committee present. Please share with anyone who you think may be a good voice to have at this meeting.

- Request for committee member feedback.

- o How can we increase parent involvement? Suggestions:

- Personal invites to events

- Personal invites to join committees

- Mary and Danielle will put together a list of parents and what strengths/skills we know of and see if we can put them to use on our committees

- St. Mary School Parents Page private group on Facebook. Danielle w. started this a couple years ago. She will get this going again soon.

- Invite parents to join kids for lunch.

- Invite parents to help in classrooms.

- All volunteers must complete Safe Environment Training. Mary Yauck will be certified in May to teach these training sessions. We will be able to do these more often, as needed for our new volunteers.

- Family Events

- Dock Spiders game
- Bowling
- Movie night – look into private rental of movie theater
- Any ideas are always welcome!
- Look into starting a Snapchat account for school
- What improvements are wanted/needed in the buildings/grounds?
  - o Entrances by childcare and school doors hold water.
  - o New gutters at both entrances
  - o New stoop/steps soon at childcare entrance
  - o Building & Grounds Committee:
    - Are inspections of grounds/building done on a scheduled basis?
- Tuition increases?
  - o Discussed how families would feel about a tuition increase for 2024-2025 tuition increase.
  - o It was agreed that \$100 would be acceptable with majority of families.
  - o Could we look at our Scrip program to see if there is a way to get increased rebates with our program? Mary and Danielle W. will discuss this possibility with Scrip coordinators.
- 1.** Scrip Program – we will prepare information to help families understand more about how the program works and how it benefits them and our school/parish. ( Weekly(ish) On Hand report – include info about how much could be earned by purchasing X amount of this and that...)
- 2.** School Advisory Committee/Home & School Committee
  - o Discuss changing 2023-2024 schedule to meet 4 times per year instead of monthly. All in attendance agreed. If/when necessary, we will arrange Zoom meetings in between.
    - Dates for 2023-2024 school year would be as follows:
      - Tuesday, Sept. 12
      - Tuesday, Nov. 14
      - Tuesday, Feb. 13
      - Tuesday, Apr. 9
- 3.** Enrollment update
  - o As of 3/10, number of children with registrations returned:
    - 3K – 8 registered. 6 questionable to remain in 3K

- 4K – 4 registered. 7 verbal agreement.
- 5K – 7 registered. 2 verbal agreement.
- 1 st – 7 registered. 3 verbal agreement.
- 2 nd – 7 registered. 1 verbal agreement.
- 3 rd – 4 registered.

#### 4. Hot lunch program

o Is there government funding available for hot lunch program and/or fresh produce purchase?

#### 5. New fundraiser

o Golf outing was suggested.

▪ This has been a fundraiser for school in the past. Danielle W. will contact past coordinator to see how it was run, what the process includes. What was the time and cost involved?

o Family cookbook suggested

▪ Proceeds would go to our hot lunch program.

▪ Look into process to create cookbooks. Would a digital version be an option?

### **Old Business**

- Feast Day – Sunday, December 3, 2023. Danielle W. will contact Julie at parish office to make sure that the gym is reserved for this event.

- Annual Fund update – Mary Yauck

o Donation amount update: \$18,960 as of 2.13.23 o Mailing list that was used for original mailing will need to be updated. There are some alumni that were not included on list. We will work with Amanda and Julie to update list.

o Discussion: Where will this money go until ready for use?

▪ This money will be kept apart from other donations made to the school. This will be put aside and used for expansion of the school.

▪ Check for updates to Alumni and Parishioner lists for next year's campaign.

- Drop-Off and Pick-Up Procedures – effective Monday, Feb. 20, 2023

o So far it is going well. There have been questions and an updated map/instructions will be sent out in near future.

- 5K teacher to start 2023-2024 school year: Ad will be placed with Archdiocese and WeCan.

- Childcare Staffing

- o We are still looking for childcare staff
- o Mary will look into contacting area colleges to speak to Early Childhood students

## **Fundraisers**

- Cribbage tournament update
  - About \$4600.00 was profited at this event
  - We will do this event again next year
- Don Ramon fundraiser
  - o Rescheduled for Thursday, March 23
  - o Letter went out for parents to sign up to sell tickets at the event
- Scrip update
  - o 2022-2023 YTD sales: \$133,000.00 (May – present)
    - \$14,300 of this is online sales.

## **Christian Formation/Education- Updated by Joan Wiese:**

The Christian Formation/Religious Education Committee has been in deeper conversation about the date/times of Religious Ed classes – grades K-5. After our meeting with teachers, Katie Hintz created an online survey of parents. With a 70% participation rate....the overwhelming majority of families (69.6%) prefer classes on Wednesday evening instead of Sunday mornings. Interestingly enough, that very same percentage of parents (69.6%) is NOT interested in teaching at any grade level. With a new, part-time DRE in place for next year, the Committee is now beginning to work with Maria Allen on how the next year will be scheduled. There is still discussion of possibly keeping K-2 on Sunday morning, supporting our youngest through the Sacraments of Reconciliation and First Eucharist. If there are changes to our current Mass schedule....it would be very helpful to know this information very soon, before class times are determined.

Maria Allen was interested in the DRE as a full time position, but due to health insurance only being offered to herself and not her family, she has committed to the part-time position for next year. I believe the position is too involved to be a part-time position, so we will need to do more to support Maria and all teachers/participants in our program next year.

Registration for 2023/2024 will begin in April.

This past Saturday, March 25<sup>th</sup> was the First Eucharist Retreat. As a reminder, Confirmation is scheduled for May 17, at St. Mary.

**Youth Leader-** No updates.

**Spiritual Life & Worship-** Updated by Randy Clark:

**Minutes of the Feb. 2023 meeting were approved with the following changes:**

**Feb. 7 date of meeting was actually Feb. 17. Palm Sunday Gospel will be from Matthew, not John. Good Friday Gospel will be from John, not Matthew.**

**Old Business:**

Ash Wed. services at St. Theresa for 8:00 p.m. were cancelled due to inclement weather. Mass was held at St. Mary's in the morning at 8:00 a.m., and St. Andrew at 6:00 p.m.

Lenten booklets were well received. There is a few left at each parish.

Replating of Sacred vessels. One chalice has been sent away to be replated. The rest will be sent away one at a time.

Holy Oils Pickup. Don't know anything at this time.

**New Business:**

Met with Dave Van Krey who is the instructor for the Confirmation Class. Confirmation will take place on May 17, 2023 at 7:00 p.m. at St. Mary's Church in Mayville. The Parishes of St. Mary's, Sacred Heart in Horicon and St. Joseph in Waupun will present confirmands. Evie and Dave went through what needs to be done. Fr. Joe stepped in for a few minutes to give his input also. Evie will get 4 servers, 1 or 2 Readers. No ushers needed. Red vestments and altar cloths. Holy Oils. Dave will get 4 Confirmands to take up the gifts. A syllabus needs to be sent to the Archdiocese soon with all of the pertinent information. Evie and Dave are working on that.

Evie is meeting with Fr. Joe tomorrow to get her final questions answered on the following:

Palm Sunday—Parishioners will pick up palms as they walk into church and Fr. Joe will bless them from the altar.

Holy Thurs. at St. Andrew's –Roger and Mary Wondra to work with Fr. Joe on logistics. Committee members have found persons to have their feet washed. Coordinators for 1<sup>st</sup> Holy Communion and Confirmation will find 2 persons each to have their feet washed also. Evie will follow up with Jessie Janssen on that. Dave Van Krey was reminded before he left.

Good Friday at St. Mary's

Holy Saturday at St. Mary's

Holy Saturday at St. Mary's

Easter Sunday at each of the parishes

Evie gave each of the committee members an outline for the purpose of this committee. A copy will be placed with the minutes in the permanent file. We will continue to work on this outline at upcoming meetings.

**Pastor's Report:** none

**Parish Council Report:** none

**Other Business:**

Fr. Joe mentioned that the St. Mary's Feast Day Celebration will take place on Sunday, Dec. 3.

**Mystery of Faith Booklet:** Ran out of time to go over Page 85.

## Day of Reflection for Ministries—on hold

**Next Committee Meeting: Apr. 11, 2023 6:30 p.m. St. Mary's**

*Diane will prepare the prayer.*

### 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** – Updates per Mary Jo Myers:

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. Rick will forward Andy's survey on how the funds should be spent to Andy Gaertner from the Archdiocese for his input.
2. 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 \$24,000 for net income for the first 8 months if the market value gain was excluded. Weekly stewardship is down almost \$13,000 year over year.
3. The installation of the new school PA system is completed.
4. Projects that remain to be completed include the following:
  - a. Church bathroom upgrades. Vanity, bench, ceiling, mirror, lighting and painting in women's room and painting in mens. Winter project for Rick and Dave. Will start week of March 20<sup>th</sup>.
  - b. Lighting for Church statues – Jeff. Will be a winter project.
5. Cleaning and updates to rectory offices – Rick will investigate adding small water heater to both buildings. On hold.
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 or replacing church pews. Quote from Gunder to replace \$96K, refurbish \$66K or refurbish pews/replace kneelers \$78K. Include 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 be started. Now 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. Rick will contact Catholic Mutual to find out why we would not be eligible for some help.
  - 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 meeting with vender week of March 20<sup>th</sup>.
  - h. Father Joe would like to have a handicap ramp added to the Rectory – Jeff
  - i. School fire alarm system will be tested by Gavin Feucht.
  - j. Need to replace two furnaces in Church due to cracked heat exchanger. Gavin received another quote from Ziegelbauer in FDL, but Sure-Fire has lowest price and best warranty. Around \$9,000.
8. A big thank you to Nancy for running the cash raffle. The raffle netted \$7,700.
  9. 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.
  10. We will need to find a new lawn care person for 2023. Rick continuing to call lawn care suppliers.
  11. Next meeting is scheduled for April 11th at 6:30 pm at St. Mary

Proposed Agenda:

1. Approve March minutes
2. Review financials
3. Review status of open projects
4. Facility planning for school/daycare/religious education/admin/parish center
5. New business

**St. Andrew's-** Updates by Terry Bauer:

- Financial information – The financial statements through 2/28/2023 were reviewed. Tracy reviewed line items that have increased since last year and will adjust next year's budget accordingly. The Archdiocese Assessment was lowered during COVID and since has been increased.
- Two cemetery CDs will be combined together and renewed.

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. Update: Greg K will look into this.
2. Completed – On March 8th a group of women organized the hall kitchen and labeled the cupboards and drawers so that items can be easily found.
3. Pending – In Spring, Greg H will caulk the parish hall gutter that is currently leaking and causing ice.
4. Pending – Church carpeting will be scheduled to be cleaned in May. The last time it was cleaned was 2016 by Flyway Carpet Cleaning.
5. Pending – Mike from Bat Specialists will send a quote for closing up any openings that are allowing the bats to enter.
6. Completed – Floor scrubber issues have been resolved.

7. Pending – 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.

8. Completed - Greg H temporarily fixed the countertop in the hall kitchen that was lifting up.

#### New Business:

1. Snow removal for next year was discussed. 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.

2. Two small tables were purchased to be used as drink stations for various events i.e. funerals. This will eliminate some of the work with filling numerous coffee pots and placing them on the tables only to later empty them because they were not used.

3. 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.

4. The kitchen floor tile by the door to the main area that was previously repaired is cracking. Greg H will work with a tile company to determine the best solution for repairing.

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. Church sound system – Terry had the sound person from Holy Family Parish - \$10,000.

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

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

5. Ramp repairs - \$30,000

6. Stairway to choir

7. Church & parish hall signage

8. St. Mary school support

#### Upcoming Projects:

✓ Painting of bathroom walls.

✓ Spring project: Cornerstone – Greg H and Steve will handle.

✓ Spring – Grounding down the stumps from the trees that were removed. Debbie will check with someone in Waupun.

✓ Painting in parish hall.



## **St. Theresa's- Updates by Michele Burns:**

Talked about possible Mass time changes – key questions what would day or time change effect our having our organist? Be sure members get some input

Questions were raised on the amount Diocese wants us to pledge for next 5 years – Cindy will check with Father Joe on amount of pledge and how does Diocese determine that amount – we are concerned that since parish is small amount of pledge maybe overly large.

Items for Diocesan upcoming pledge

- 1) Sacristy facelift – improvements and updating
- 2) Organ tune up
- 3) Carpet in hall
- 4) Chorale mics for choir
- 5) Carpet in back of church
- 6) Hall upgrade heating system

The church could use at least two speakers added to back of church – at least two speakers – Mark will check with Celestial sounds who did our original church sound system.

Parish has 175<sup>th</sup> Anniversary coming up next year (2024) – we need to get a committee and chair person for the committee. Best to give them a final date – presently looking at July or August of 2024 for the celebration – it would be nice to have a power point of history. There should be some historic information in files stored in school file cabinets. We should get started finding those interested in working on the committee. Mark thought there were members who were involved with the 150<sup>th</sup> Anniversary still around – they could be a source for ideas.

Wondering if some of Father's announcements could be put in bulletin

Budget Date needs to be set for May – Cindy will check with Eileen for possible May 17<sup>th</sup> or 24<sup>th</sup>.

**Human Concerns-** Mary Jo updated that there are now three members and herself on this committee. They are getting information on PAVE and the Pregnancy Center.

**Stewardship-** No updates.

**Scholarship-** Tracy Nadolski updated that the scholarship form is being put together. Father stated that there is a parishioner who wants to donate \$1000 in memory of his father for this fund.

## **Old Business:**

1. The LeRoy Sound system has potentially been handed off to the St. Andrew's building & grounds committee.
2. The Building Renovations was discussed at a March 14<sup>th</sup> Stakeholders meeting.
3. As far as Parish charities, Father will give us a list of masses for extra collections after Easter. In February's Parish Council minutes, there is the list of 5 charities that we supported last year. Everyone can bring their suggestions for charities to support this next year to the April meeting.
4. For the nominations for new Parish Council members, and new Trustees, secretary Julie Spittel will place a request in the bulletin on April 9<sup>th</sup>. There will be nomination slips in the pews as well. Father also added

that council members can reach out to other parishioners, as we best understand the responsibilities of these positions. During the weekend masses of April 16<sup>th</sup> and April 23<sup>rd</sup>, council members are being requested to speak at the pulpit after communion about the search for new members to the council. Volunteers were Terry Bauer for St. Andrew's, Randy Clark for St. Mary's, and Neil Burns for St. Theresa's. The election of new members takes place in May, and discernment of new Council members and trustees in June.

**New Business:**

1. There is still a search on for the parking sign at St. Mary's for Father Dominic. This parking sign and stall should be available to Father to make it easier for him to get to mass quickly on Sundays. There is a volunteer to reinstall it. If it can't be found, then a new one will be ordered.
2. Evelyn Mathers had requested two Council members for the Feet Washing ceremony on Holy Thursday at St. Andrew's. Jeff Bauer and Terry Bauer volunteered.
3. The Senior Group discussion is postponed until after Easter.
4. Nominations for the Cornerstone awards will take place in April. Julie Spittel will place a note in the bulletin, and nomination sheets will be placed in the pews. The vote will take place in May at the council meeting, and awards will be presented in late summer or early fall.
5. There were questions about the new DRE, and whether this was a full time or part time position. Father stated there was some misinformation, and she was interviewed for a full time position with benefits. The new DRE, Maria Allen, thought she could handle the duties as a part-time position, however there are concerns raised as some duties fell by the wayside during the pandemic.
6. There has been a proposal to have annual Town Hall meetings at each parish. The Trustees would be involved in explaining the financial status of each parish. These meetings would take place in November or December, and Father needs replacement priests for some masses, as he would like to be present. This can be discussed at the September meeting.

**Announcements:** None

**Important Future Items to Remember:**

1. New Mass Time Consideration-will be brought up to parishioners by Father Dominic after Easter, and then discussed at April Council meeting.
2. Fun night for all 3 parishes is postponed to the June meeting. A committee needs to be formed, and the proposed date is October 14th or 21<sup>st</sup>
3. The Canopy for the Dec. 3<sup>rd</sup> Feast Day will be discussed at the September meeting.
4. Parish Feast Day will be the first Sunday in December; St. Mary's will be in 2023; and this will be discussed at the September meeting.

**Prayer Assignment for Next Meeting:** Matthew Schellinger

**Adjournment- Closing Prayer:** Father Dominic

**Next regularly scheduled meeting:** April 28, 2023-6PM at St. Mary's

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