

St. Eugene Pastoral Council Minutes January 16, 2018

Present:

Fr Paul Hartmann – Parish Administrator	Emily Naczek – Finance Committee Liaison
Fr. Andrew Linn – Associate Pastor	Eileen Placek – Trustee Secretary
James Wawrzyn – Chairperson and Parish Representative to the Archdiocesan Pastoral Council	Nicole Carpenter – Formation Committee Liaison
Matt Kirchner – Vice Chairperson, Selection Committee Chair	Kate Gould – Human Concerns Committee Liaison
Marc Melloch – Secretary	Peggy Oberhofer – School Committee Liaison
Bob Stoffel – Trustee Treasurer	Daniel Gabler – Stewardship Committee Liaison

Absent:

None

Excused:

Jim Zausch

Guests:

Meaghan Turner, Mark Konewko, Kathleen Kirchner

Finance Report: Year to date giving is up year over year, and expenses are flat. The Archdiocese has completed a bi –annual review of parish finances. The final report is not ready at this time, but there were no major findings presented to the parish by the auditors. This review was to ensure the parish is doing what it said it would do in regards to finances.

The next Finance Committee meeting will have a review of the capital campaign, and discuss the next project. The next project will not start until most of the remaining pledges have been collected.

Pastor’s Report:

Fr. Paul begins with a word of thanks to all committee members.

After 7 months, Fr. Paul is now ready to begin making recommendations for possible changes within the parishes.

Fr. Paul is looking at K-12 and K-16 educational models for the north shore area.

Fr. Paul will be creating a shared HR committee to discuss and review St. Eugene and St. Monica employee handbooks, and to make these documents similar where appropriate.

All were instructed to watch for information to come concerning a pilgrimage to the New York City and Washington D.C. area. The pilgrimage would occur this summer.

Fr. Paul asked for questions and a question asked was what feedback Fr. Paul has received in regards to the implementation of the chimes during mass. Fr. Paul states he has received no overtly negative comments, and he will reevaluate their use in the future. There were some additional comments from audience members, some who like the chimes and some who felt the chimes were not a benefit to the mass.

A second question concerns the implementation of communion rails at St. Eugene, and Fr. Paul stated the use of communion rails are not in his vision of the parish, and he questions the logistics of their use at St. Eugene.

Worship Committee Report:

All ministries are looking for additional volunteers. Mark will be speaking to confirmation students in an effort to recruit for ushers and greeters.

There will be additional altar server training coming in the near future.

The focus for the training for this ministry as well as the other ministries, to come later in the year will be on the why the ministry does what it does.

The new scheduling system for extraordinary Eucharistic ministers still needs some work.

There are still issues with where to sign in for a shift. There was some discussion about the use of an I-pad in the usher's room. This would reduce traffic into and out of the sacristy while the priests are preparing for mass.

Formation Committee Report:

This school year's teen night has about 100 registered students, approximately 30 sophomores and the remaining 70 freshmen, with a weekly average attendance of 60 students.

Teen nights will continue 1 month beyond confirmation.

There will be a young adult service project with the Ronald McDonald House.

Committee Liaisons:

Worship – Advent and Christmas masses were well received and planning for the Lenten and Easter masses are underway. The need for additional sacristans and ushers was repeated. Discussions continued on the use of the chapel as a crying room during weekend masses. There were recommendations for rearranging the seating and adding signage to spell out appropriate uses of this space when a child is being fussy. Question was posed about moving the parish picnic to June in an attempt to coincide with St. Eugene's feast day. There were no immediate strong reactions either for or against.

School – On February 26 there will be a parent night with a topic of Achievement in High School. The Annual fund is currently at \$52,000 with an expected employer match of \$13,000.

A collaboration meeting of the 4 north shore schools is scheduled for near the end of January with a goal of increasing collaboration between the 4 schools. This collaboration meeting is looking to find ways to collaborate, so as not to affect each school's individuality. To prepare for this the school committee went through a SWOT analysis exercise to identify the strengths, weaknesses, opportunities and threats of St. Eugene School.

Human Concerns – 140 thanksgiving boxes were delivered to the House of Peace this past Thanksgiving. Work has begun to establish a twinning relationship with St. Martin de Porres parish in Milwaukee. Fr. Paul supports this effort, though there are still many questions to be answered before this relationship can be fully established.

The number of organizations receiving grants will be reviewed in the coming months, and some additional review of the award process has been discussed. This is to ensure the groups goals align appropriately with the parish's goals.

The committee is looking for additional volunteers to deliver food collections to the food pantries.

Stewardship – This year’s pledge card response rate has been lower than in previous years. 45% of the giving is done electronically.

There is still approximately \$352,000 in pledges left to be collected as part of the Faith in Our Future campaign.

The new photo directory is coming, and portraits will be taken in April. Currently plans are to have 18 dates for pictures between April 2 & 30th. Volunteers will be needed to sign people in at these events.

Formation – Booya, is attempting to have 1 event a month for young adult parishioners. March 9th is the St. Monica fish fry.

This year’s RCIA program has 9 adults and 2 children.

Additional volunteers are still being sought for Sunday school.

There are 76 children planning on being confirmed March 17th.

The new Committed to Christ booklets are available, but not as many have been taken as the first booklet. There was discussion on the similarity between the latest books and the first booklet. It is believed some people may not have taken a booklet in the mistaken belief the new books were identical to the old. Others expressed a lack of knowledge about new books being available. This information will be forwarded to the formation committee to improve reception of the next booklet.

Next Meeting: February 20, 2018

Respectfully submitted – Marc Melloch

St. Eugene Pastoral Council Minutes February 20, 2018

Present:

Fr Paul Hartmann – Parish Administrator	Emily Naczek – Finance Committee Liaison
Fr. Andrew Linn – Associate Pastor	Eileen Placek – Trustee Secretary
James Wawrzyn – Chairperson and Parish Representative to the Archdiocesan Pastoral Council	Nicole Carpenter – Formation Committee Liaison
Matt Kirchner – Vice Chairperson, Selection Committee Chair	Kate Gould – Human Concerns Committee Liaison
Marc Melloch – Secretary	Peggy Oberhofer – School Committee Liaison
Bob Stoffel – Trustee Treasurer	Daniel Gabler – Stewardship Committee Liaison
Jim Zausch – Worship Committee Liaison	

Absent:

None

Excused:

None

Guests:

None

Corrections:

Last month's minutes in the stewardship report, the percentage of parishioners giving electronically giving was incorrectly reported. The actual percentage should be listed as 29%.

School Consortium: The schools of the north shore have self identified their own strengths, and at a March 1 meeting will review 5 areas of possible cooperation. The goal will be to make a decision on an area of cooperation that is urgent and likely to be successful.

Administrative Updates:

Fr. Paul led a discussion about potential changes to the pastoral council meeting times and format for the council meetings.

The HR committee has been created to review HR processes and commonality between the two parishes.

Deanery Discussion:

Fr. Paul presented information on the deanery, and gave some history of his appointment to lead a deanery. The deanery is archdiocesan geographical district, of which, there are 12 in the Milwaukee archdiocese. The dean is a representative of the archbishop to the parishes in his deanery.

Auction:

36 people have signed up for the pre rally, and this will cover the facility charges. The target for the big bash is 300 people.

Nomination:

Nomination kick off announcement will come March 20, at the common leadership night.

Committee Liaisons:

Finance – Currently stewardship is lower than 2017, but is still higher than 2016. Total income is about \$60,000 lower than last year. The projection for end of fiscal year still shows a surplus.

School – 10 new students have been enrolled for the 2018-2019 school year. The 4K is full and 3K has 9 students.

The annual fund has collected about \$54,000 on a budget of \$95,000.

Next year's budget will attempt to add funds for an additional part-time counselor.

Next Meeting: March 20, 2018 (CLN)

Respectfully submitted – Marc Melloch

St. Eugene Pastoral Council Minutes

March 20, 2018

Present:

Fr Paul Hartmann – Parish Administrator	Emily Naczek – Finance Committee Liaison
Jim Zausch – Worship Committee Liaison	Eileen Placek – Trustee Secretary
James Wawrzyn – Chairperson and Parish Representative to the Archdiocesan Pastoral Council	Kate Gould – Human Concerns Committee Liaison
Marc Melloch – Secretary	Peggy Oberhofer – School Committee Liaison
Bob Stoffel – Trustee Treasurer	Daniel Gabler – Stewardship Committee Liaison

Absent:

None

Excused:

Fr. Andrew Linn, Nicole Carpenter, Matt Kirchner

Guests:

Tom Anderson, Rebecca Jones

School Committee Report:

The school is excited to announce two winners of the Kohl's Fellowship award, Rebecca Jones and Katie Dewey. With these winner's there are currently 7 Kohl's Fellowship award winners on staff.

For the 2018-2019 school year, the 4k class is full, and there are currently 29 new students registered. Of the 29, 15 are younger siblings of current St. Eugene students.

Consortium – After the last meeting of the 4 north shore area schools, there has been a decision to focus on a joint marketing campaign to raise awareness for Catholic education in the North Shore area. The intention of the campaign will be to increase enrollment for all schools. Further talks will be held on how joint athletics can benefit both the schools and the children. A third decision is to create a think tank /research group to review catholic education roles around the country and to look for ideas to improve the north shore schools. The consortium is looking for an experienced executive to help in leading this committee. The consortium's next meeting will be April 17.

Finance Report:

Currently there is a forecasted budget deficit of \$30,000. Fr. Paul will be writing a letter to describe current plans for the remainder of the Forward in Faith campaign funds.

Pastors Report:

Fr. Paul has been named Pastor of St. Eugene and St Monica. Fr. Paul will celebrate his installation mass at the 8:30 AM mass on May 13, 2018. Fr. Paul was open to questions from those present at the talk back, but there were none.

Auction Review:

This year's auction had a net income of \$20,000. There were 110 attendees. Currently the search is on for chairs for next year's auction. The Pastoral council has been asked to come to the next meeting with a person to nominate to an auction committee.

Nomination Process:

Nomination weekend is currently scheduled for April 14-15. Matt Kirchner has prepared a 2 minute presentation to ask parishioners to consider nominating someone or volunteering for a position.

Committee Liaisons:

Human Concerns – The committee is in the process of reviewing the 23 grant applicants for a share of the \$16,400 available for grants. There was discussion led by Father Paul about the high number of grant winners. This feeling was shared by many, the amount of money that any one organization receives may not be reflective of the amount of work required to obtain the grant. In the coming years the number of winners should be closer to 4, number still open to some discussion. With a smaller number of grant recipients, the award will have a greater impact on the organizations. Fr. Paul would also like to make sure the winning organizations goals align with the Parish's goals. The human concerns committee is working to start a subcommittee for a twining relationship with St. Martin de Porres parish.

Stewardship – Working to have series of activities during the Easter season which will align with the traits from Committed to Christ.

Worship – Starting April 22, all ministers will sign in electronically for their volunteer positions. Mark Konevko recently attended a threat suppression workshop. This will assist in the creation of a comprehensive threat suppression plan for the St. Eugene premises. Fr. Paul is looking for individuals with experience in threat suppression planning to assist in the creation of the plan. It was stated, the ushers are the church's first line of defense, as they have the opportunity to see and notice almost everyone when they enter. The ushers are not expected to confront anyone acting dangerously, but they can notice anything out of the ordinary. For Holy Thursday and the Easter season the tabernacle will be moved to the center of the sanctuary.

Next Meeting: May 15, 2018 (CLN)

Respectfully submitted – Marc Melloch

St. Eugene Pastoral Council Minutes June 12, 2018

Present:

Fr Paul Hartmann – Pastor	Emily Naczek – <i>Finance Committee Liaison</i>
Fr. Andrew Linn – Associate Pastor	Eileen Placek – <i>Trustee Secretary</i>
James Wawrzyn – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	Peggy Oberhofer – <i>School Committee Liaison</i>
Matt Kirchner – Vice Chairperson, Selection Committee Chair	Daniel Gabler – <i>Stewardship Committee Liaison</i>
Bob Stoffel – <i>Trustee Treasurer</i>	Nicole Carpenter - <i>Formation Committee Liaison</i>
Jim Zausch – <i>Worship Committee Liaison</i>	

Absent:

None

Excused:

Marc Melloch, Kate Gould

Guests:

Deacon Jordan Berghouse

2018-2019 Discernment

Discernment for the 2018-2019 Pastoral Council was postponed until the July 17th meeting due a lack of possible candidate attendance. --the candidate list can be removed from the formal minutes if required.

Possible candidates discussed:

Kate Junk
Julie Brockhaus
John Barrett
Kevin Biesser
Carol Josten

Minutes consideration: the minutes from the March 20th Pastoral Council meeting were considered and accepted.

Auction Future: --This can be pared down for as much as we should include--

The auction has a great reputation but has had challenges getting volunteers to organize and help with the event. The focus has been parishwide, but replacing volunteers in leadership has been challenging. The auction started as being driven by a school committee. James Wawrzyn discussed the future of the auction informally with Becky Jones. The auction profit is budgeted for \$30k. It was discussed that the school can take over running the auction and assume all profits if they also added Susie Netteshiem's position to the school budget. James also spoke to a number of school families that would be interested in taking over the auction. The preference is to create a blended committee with both school and parish families to manage the auction. James organized a 5 person committee.

The next auction will be targeted for late winter or early spring. The future funding structure will be decided next year. Originally, the profits were split between the school and the parish. Fr. Ken assigned the auction to the Stewardship committee when it was hard to find enough school families to maintain the auction. Some years raised over \$70k.

Peggy Oberhofer mentioned that the school committee discussed the auction future tonight. It should still be a jointly attended event with both parishioners and school families.

James Wawrzyn agreed to take responsibility for the auction committee. The decision was made to maintain the funding for the parish. However, the Finance and Pastoral councils reserve the right to decide on future surplus distributions as needed. The committee will continue to work with Monica Cardenas for guidance. The committee will develop an infrastructure for future auction committees.

Common Leadership Night format & schedule:

The council determined that future common leadership and pastoral council nights will start at 6:30 PM. The committee liaisons will forward the meeting schedule from the Pastoral Council packet to the various committees.

Committee Liaisons:

School – The annual fund is at \$87,310 with a budget of \$95,000. The school safety grant was submitted for \$100,000. The approximate average of the grants awarded is about \$20,000. 177 students are enrolled for the 2018-2019 school year, an increase from 165 in the 2017-2018 school year. 3K and 4K are full, with new students in nearly all grades. Budgets are to be reviewed in September. The school committee should send a liaison from the school budget committee to the finance council.

Formation - The formation committee will only meet five times next year, and alternate the St. Monica and St. Eugene common leadership nights. The Formation liaison will return to St. Eugene's CLN for the talkback sessions.

Human concerns - Eve Sylvester recruited 23 volunteers for moving food from the parish to the food banks. Dan Gabler challenged the committee to leverage the volunteers to fill other open opportunities. Fr. Paul gave guidance to narrow the human concerns committee's focus for more impact. The St. Vincent de Paul society is looking for new members. Fr. Paul provided contact information of the recruitment director of the local St. Vincent de Paul council.

Worship - The church is slated to be painted this summer. The security plan will be finalized in the fall.

Next Meeting: July 17, 2018 Pastoral Council Discernment & Kickoff

Respectfully submitted – Matt Kirchner

St. Eugene Pastoral Council Minutes November 13, 2018

Present:

Fr. Andrew Linn – Associate Pastor	Kate Gould – <i>Stewardship Committee Liaison</i>
Bob Stoffel – Trustee	John Barrett – Finance Council Liaison
Matt Kirchner – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	Peggy Oberhofer – <i>School Committee Liaison</i>
Julie Brockhaus – Vice Chairperson, Selection Committee Chair	Kate Junk – <i>Worship Committee Liaison</i>
Eileen Placek – <i>Trustee Secretary</i>	Marc Melloch – Secretary

Absent:

None

Excused:

Fr Paul Hartmann, Nicole Carpenter, Daniel Gabler

Guests:

Emily Naczek, Kathleen Kirchner, Matthew Beauvey

Consideration of Minutes

Minutes from the July and September meetings were approved.

Pastors Comments

From October, Fr. Paul discussed the start of his second year, and how changes have been made to the council meeting schedules. He is planning for a trip to Uganda. Fr. Paul was excused from the November meeting due to illness. No Pastor's report or comments from November.

From December, Fr. Paul gives a report on the capital campaign money left to allocate, and the school security is the next priority. Fr. Paul also commented on a recent child's confession, where the child requested forgiveness for missing church. Fr. Paul rhetorically asks how he should tell a child it is not their fault they missed Mass, but their parents. Fr. Paul's closing statement is a plea for those interested in a catholic education for their children to please come to church weekly.

Old Business

No old business was discussed.

Financial Report

\$380,000 remains to be spent from the capital campaign. School security is the top priority, and this entails more than just adding additional restrooms for people using the church during school hours.

The budget has been redone to account for the actual enrollment which is greater than budgeted.

1st quarter financial summary, income and expenses are up from last year. Expenses are still below budget.

Worship Committee Report

There is a new alter server coordinator.

The search continues for a new usher coordinator. There were comments from the assembled group about the need for a description of what the position entails. It is believed many are unwilling because they do not understand the full scope of what is required.

Parishioners are still asking members of the worship committee about the progress and plans for the sanctuary renovations.

The worship committee is looking to better educate the liturgical ministers on why their participation is important and why the ministry they are participating in is important to the Mass.

Committee Liaisons

Formation – The search for a replacement for Nicole Carpenter is still in process. Nicole and her family have relocated out of the city. Matt will discuss the opening with the formation committee.

School – A grant to assist with school security was obtained, and the money must be spent before the end of the year.

The annual fund will kick off over Thanksgiving.

The North Shore School collaboration committee met on October 23, and more information on the discussions to come.

Stewardship – The Parish mission will be March 10-12, 2019, with Katie Prejean author of *Room 24* will be the guest speaker.

Worship – Request has been made to encourage children to attend Eucharistic adoration.

Deanery Update

Amazing Parish presented a vision for parish leadership. Fr. Paul will prayerfully consider the tools and techniques presented by amazing parish to find what can be the most beneficial to the continuation and improvement of the St Eugene and St Monica parishes.

The parish leader update is a link to the Archdiocese of Milwaukee and includes an overview of archdiocesan events. All committee members are encouraged to sign up.

175th Anniversary Events

It was requested to have the pastors discuss the 175th anniversary of the archdiocese. Request to add a link to the parish website for these events, and have some space allocated in the bulletin for these events as well. Matt will discuss with Fr. Paul

New Business

The pastoral council was given a worksheet to comment on the published council norms. Matt will check with council members after the new year to look for feedback on potential changes.

Next Meetings:

St. Eugene Common Meeting Night – Tuesday, December 12 at 6:30 PM

Pastoral Council - Tuesday, January 15th at 6:30 PM

St. Eugene Common Meeting Night - Tuesday, February 12th at 6:30 PM

Combined Pastoral Council – Tuesday, March 19 at 6:30 PM

St. Eugene Common Meeting Night - Tuesday, April 9th at 6:30 PM

Respectfully submitted – Marc Melloch